Department of
Labor & Workforce
Development

ETPL SYSTEMS TRAINING

Marjorie Hallworth, GPM

Welcome

WIOA BACKGROUND

- July 22, 2014, Workforce Innovation and Opportunity Act (WIOA) signed into law by President Barack Obama - Supersede Workforce Investment Act of 1998 (WIA)
- Ensure American Job Center System - Job-Driven
- Prepare workers for jobs Now and Future.
- New Performance Data and reporting requirements for Eligible Training Providers

WIOA NEW PERMORMANCE DATA & REPORTING

- Customer Choice
- Freedom of choice - Personal and career needs
- Accurate Performance records
- WIOA completers - Increased employment opportunities

ELIGIBLE TRAINING PROVIDER (ETP) OVERVIEW

- Training institution that satisfies the mandated requirements of the Workforce Innovation and Opportunity Act (WIOA)
- Postsecondary educational - Associate degree, Baccalaureate degree, Diploma or Certificate.
- A public or private provider offer training to low-income individuals / people with disabilities
- Registered Apprenticeship Programs sponsored by the U.S. Department of Labor

ELIGIBLE TRAINING PROVIDER LIST (ETPL) - PURPOSE

- Compiled list of ETPs that offer a wide variety of training programs and occupational choices
- Educating individuals who experience barriers to employment - Become employed
- Assured all Population groups served

REGISTERED APPRENTICESHIPS

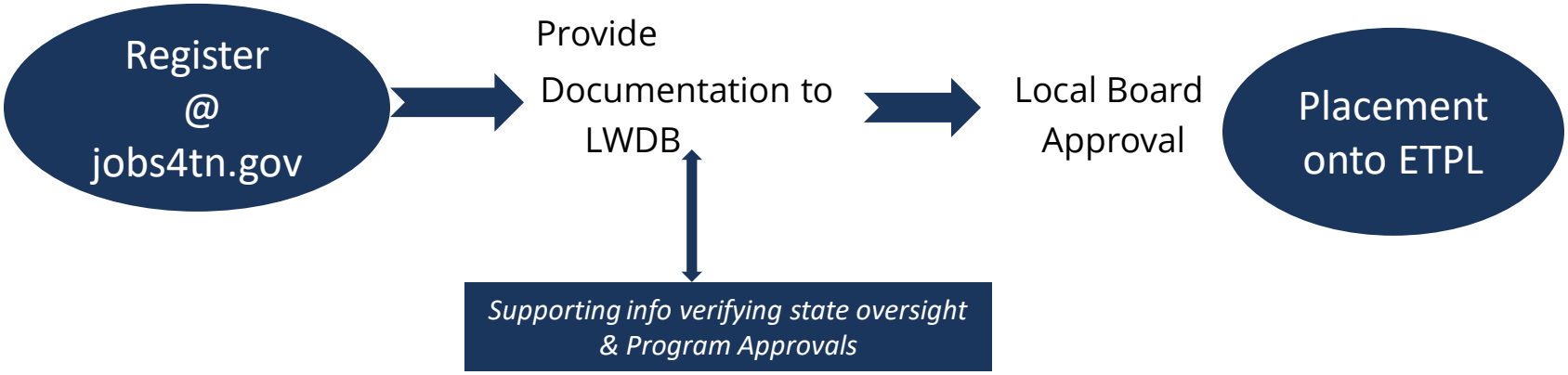
- Automatic inclusion onto the ETPL.
- Must indicate Interest of being placed on the list
- No Performance data
- No application process.
- No removals from the ETPL.
- Performance report submit to United States Department of Labor office of Apprenticeship

ETPL POLICY & PURPOSE

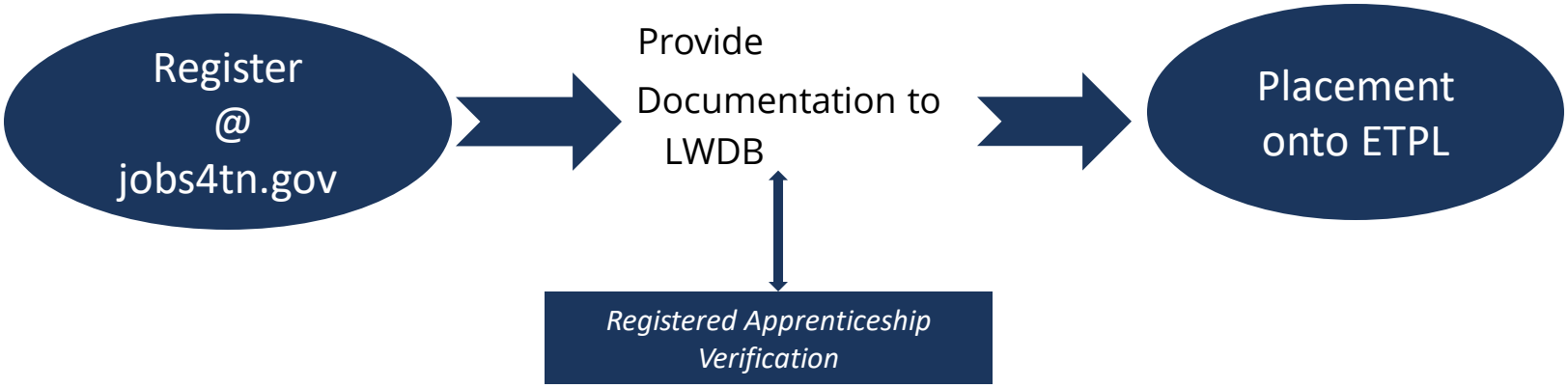
- Developed by Tennessee Department of Labor and Workforce Development (TDLWD) and the Local Workforce Development Board (LWDB).
- Eligible Training Provider Process & Eligibility
- Approval of training programs.
- Application procedures, Appeal Process, & Reporting Requirements
- On TDLWD site

PLACEMENT ON THE ETPL

Postsecondary Institutions



Registered Apprenticeships



INITIAL ELIGIBILITY & APPLICATION PROCESS

- Complete the online application.
- Application review should be done within 5 days by the LWDA.
- Written notification to the State within 30 days

ADDING PROGRAMS

- Must be authorized by state Authorizing agency (THEC,TBR,TCUA)
- Must be submitted via the online Web application
- Materials and reviewed for completeness by LWDA.
- Presented to LWDB for determination
- Programs added to the ETPL within 3 business days.

ADDING REGISTERED APPRENTICESHIP PROGRAMS

- Must indicate their interest
- Must use the online Web application to submit their programs.

REMOVING PROGRAMS

- Can request Program removal
- Submit quarterly performance reports - Last WIOA participant completes or withdraws
- Temporarily suspended or permanently deleted must be removed within 30 days

APPLICATION DENIAL & APPEAL PROCESS

- LWDA must provide notification to the denied institution indicating the availability of an appeal process within 30 days
- **LOCAL APPEAL**
- Must provide opportunity for a hearing, with a final written decision within 60 days.
- Unsatisfied with the outcome of the local appeal, may submit a formal appeal to the state.
- **STATE APPEAL**
- TDLWD is the state agency responsible for hearing state appeals of initial eligibility decisions.
- Appeal must received by (TDLWD) within 30 days of the LWDB's denied providers local appeal

ETPL PENALTIES

- Failure to notify the State of program changes (costs, location of training, or Change in State authorization status).
- Failure to meet the minimum criteria
- Inaccurate information or violated WIOA requirements
- Per Institution's request.
- Can be reactivated within one year if in good standing and no changes occurred during the removal period.
- Must re-apply for placement greater than one year

FINANCIAL REIMBURSEMENT

- Terminated - Non-compliance shall be liable for repayment of all funds received during any period of noncompliance (WIOA Section 122(f)(1)(C)).

OUT-OF-STATE PROVIDERS

- May apply to any Local workforce Development Board where they wish to provide services.
- Must follow the requirements set for Instate institutions

RECIPROCAL AGREEMENTS

- Customer choice
- Neighboring States
- Provider must appear on the ETPL of their home state

DATA VALIDATION / MONITORING

- Will start conducting visits at least once a year
- Notifications will be sending to Providers and LWDA for set dates.

PROVIDER QUARTERLY REPORT REQUIREMENTS

- Required to submit quarterly performance reports to the State.
- Must contain individual level data for all participants in programs offered by the Eligible Training Provider serviced at least one WIOA student
- ETPL Tool Kit on Jobs4tn
- Quarterly Report due dates : January 15th, April 15th, July 15th, & October 15th.
- Quarters combined – submit to USDOL
- Exemption form

STATE PERFORMANCE STANDARDS TO REMAIN ON THE ETPL

- Must meet one of the Followings
  - WIOA student completion must be equal to or greater than 40%
  - WIOA student placement must be equal to or greater than 70%
  - **All** student completion must be equal to or greater than 40%
  - **All** student placement must be equal to or greater than 70%

ETP STATE PERFORMANCE MEASURE CALCULATION

- Will be available October 2019
- Two distinct population of students, WIOA participants and all Students Population :
- Credential Attainment Rate
- Employment Rate During 2nd Quarter After Exit
- Employment Rate During 4th Quarter After Exit
- Median Earning During 2nd Quarter after Exit
- Program Completion Rate measure only for WIOA participant population.

ETP STATE PERFORMANCE MEASURECALCULATION

Program Completion Rate

$$\frac{\text{Total \# WIOA Participants Completing Program in 12-Month Reporting Period}}{\text{Total \# WIOA Participants Exiting Program in 12-Month Reporting Period (Completers and Non-Completers)}}$$

- **Credential Attainment Rate**

$$\frac{\text{Total\# WIOA Participant obtaining credential, During Participation or 12-months after Exit}}{\text{Total \# WIOA Participant Exiting Program in 12 Month Reporting Period (both completers and non-completers)}}$$

ETP STATE PERFORMANCE MEASURECALCULATION

- **Employment Rate During 2nd Quarter After Exit**

$$\frac{\text{Total\# WIOA Participant Exiting Program in 12 month Reporting Period with Wages in 2nd Quarter After Exit}}{\text{Total \# Exiting Program in 12 Month Reporting Period (both completers and non-completers)}}$$

- **Employment Rate During 4th Quarter After Exit**

$$\frac{\text{Total \# Exiting Program in 12 Month Reporting with Wages in 4th Quarter After Exit}}{\text{Total \# Exiting Program in 12 month Reporting Period (both completers and non-completers)}}$$

STATE PERFORMANCE MEASURE CALCULATION (Cont.)

Median Earnings During 2nd Quarter After Exit

- Median quarterly earnings of unsubsidized employment of individuals exiting the program during the reporting period **with** earnings in the 2nd quarter subsequent to the exit quarter.

TA WITH SCREENSHOTS

- Path to ETPL Guideline in VOS
- Path to ETPL Policy in VOS
- Path to turn on Accredited Postsecondary on Provider's Profile and Programs
- Path to Program Status
- Path to ETPL Approved Providers Search
- Path to ETPL Approved Programs
- Path to Apprenticeship programs Search
- Occupation /Program Approval
- How to create a Satellite Campus
- Provider Certification
- Program Certification
- Apprenticeship Programs Certification
- Programs Expire & Reapprove
- Deactivation Institutions & Programs
- Daily Email Notifications from VOS
- Program Not Reviewed within 10 days
- Provider User Registration Notification
- How to get rid of Duplicate Programs

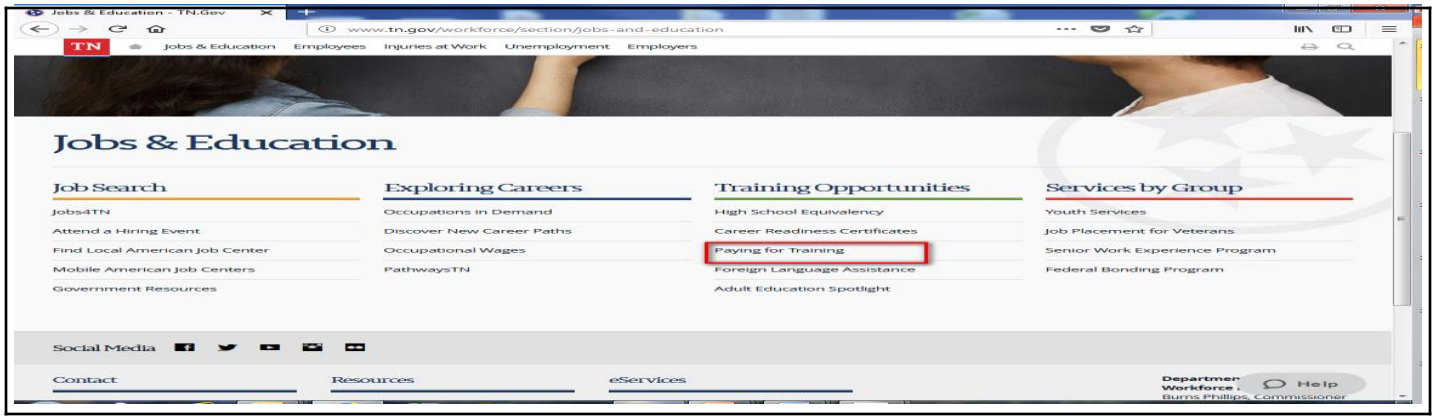
PATH TO ETPL GUIDELINES

- VISIT Jobs4tn.gov Then Click DLB

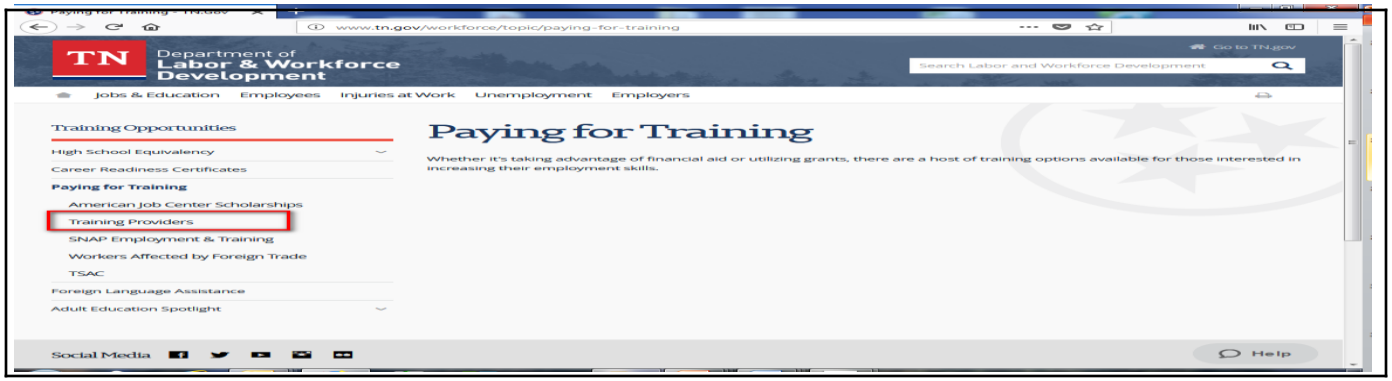
- Click Jobs & Education

GUIDELINES IN VOS (Cont.)

- Under Training Opportunities click Paying for Training

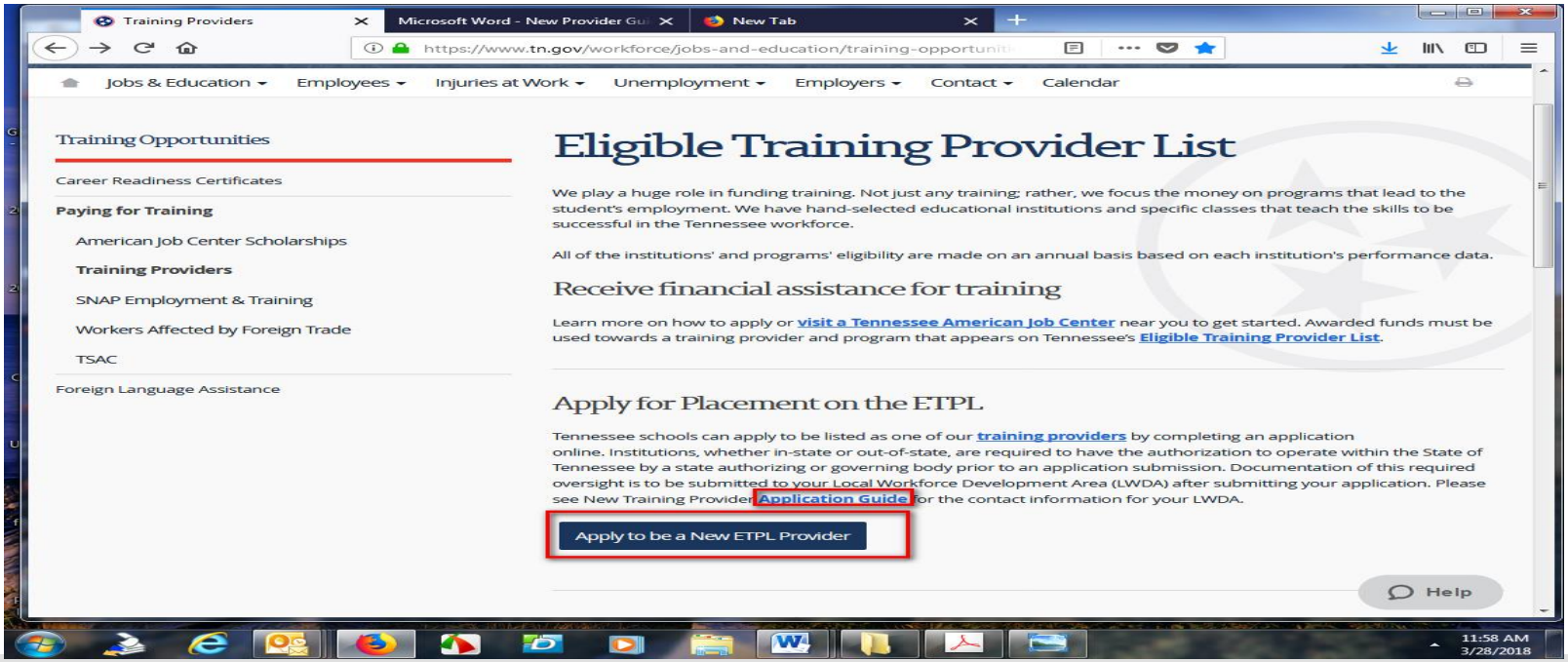


- Click Training Providers for Guidelines on New & Existing Providers



GUIDELINES IN VOS (Cont.)

- Or Click on following link
- https://www.tn.gov/workforce/jobs-and-education/training-opportunities/training-opportunities-redirect/paying-for-training/training-providers.html

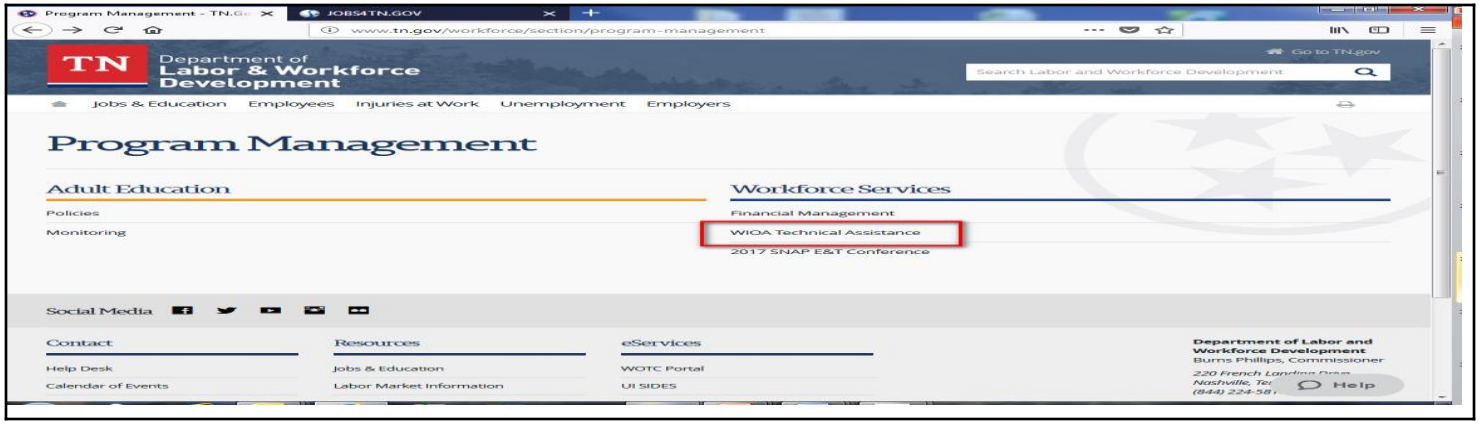


PATH TO ETPL POLICY

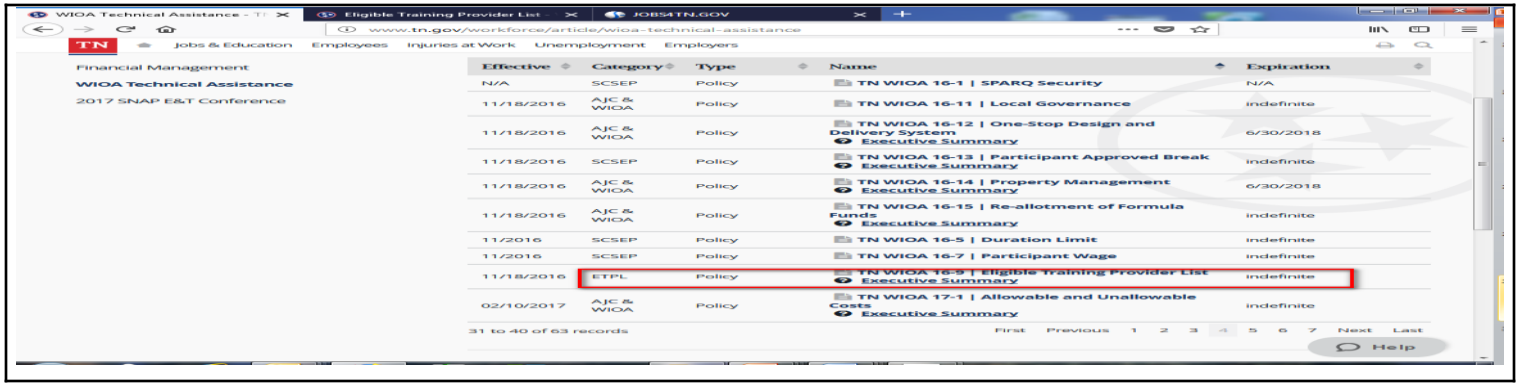
- Visit www.tn.gov/workforce
- Under Resources select Program Management

PATH TO ETPL POLICY (Cont.)

- Click WIOA Technical Assistance

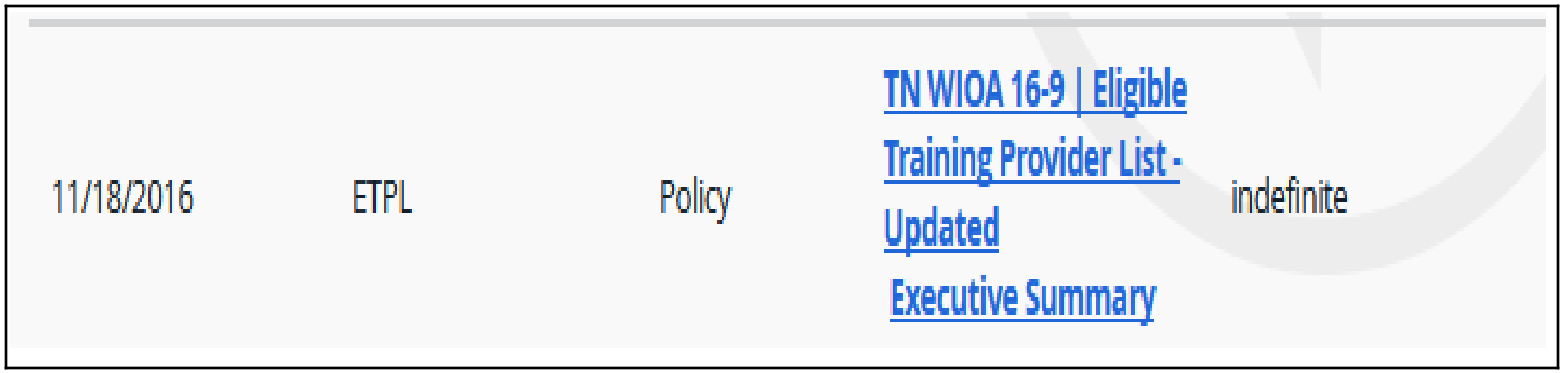


- Scroll down to page 4 select ETPL policy



PATH TO ETPL POLICY

- Or click on the following link https://www.tn.gov/workforce/general-resources/program-management/program-management-redirect/workforce-services-redirect/wioa-technical-assistance.html



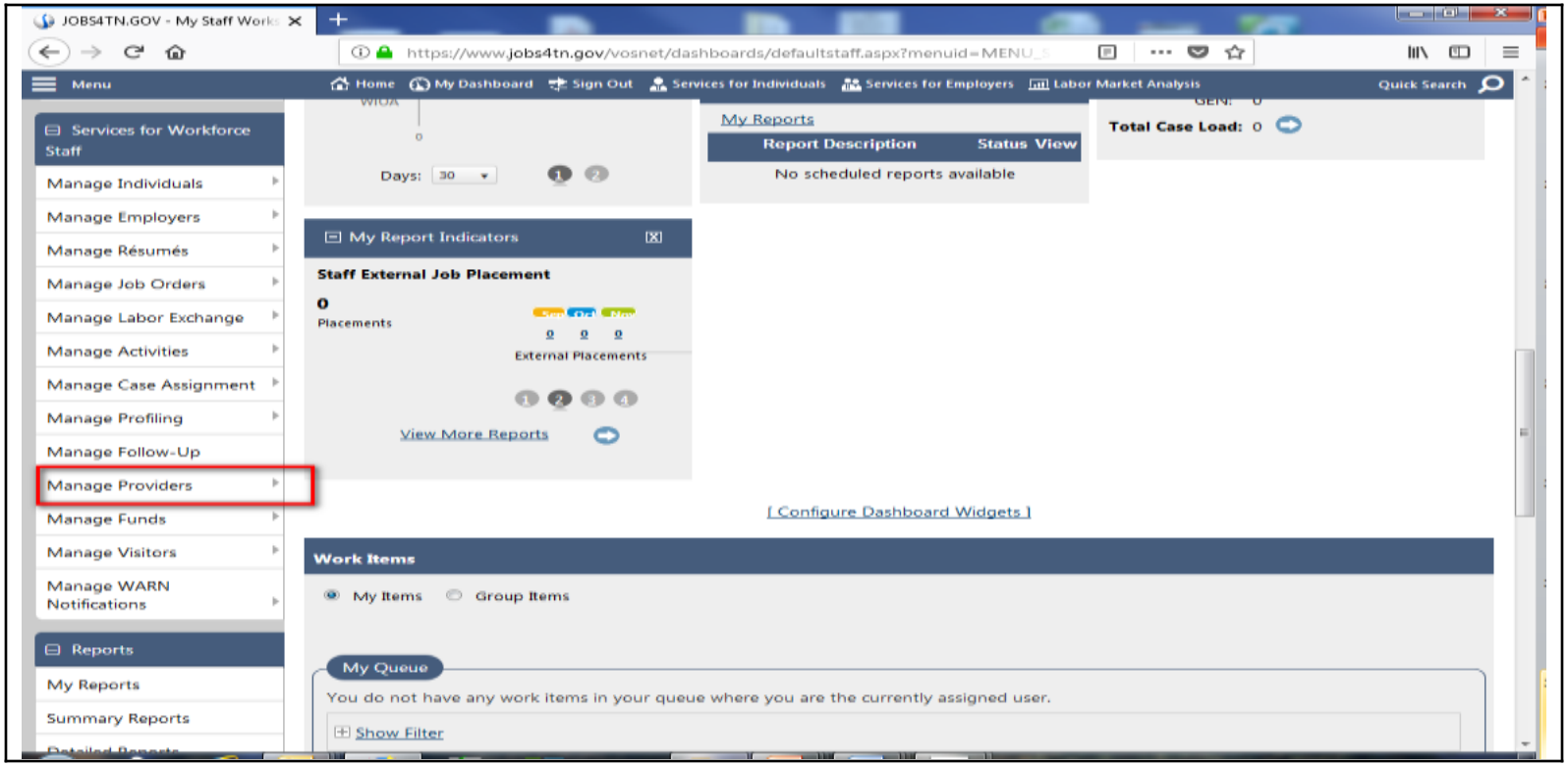
11/18/2016	ETPL	Policy	TN WIOA 16-9 | Eligible Training Provider List - Updated Executive Summary	indefinite

PATH TO TURN ON ACCREDITED POSTSECONDARY

- Log into Jobs4tn.gov

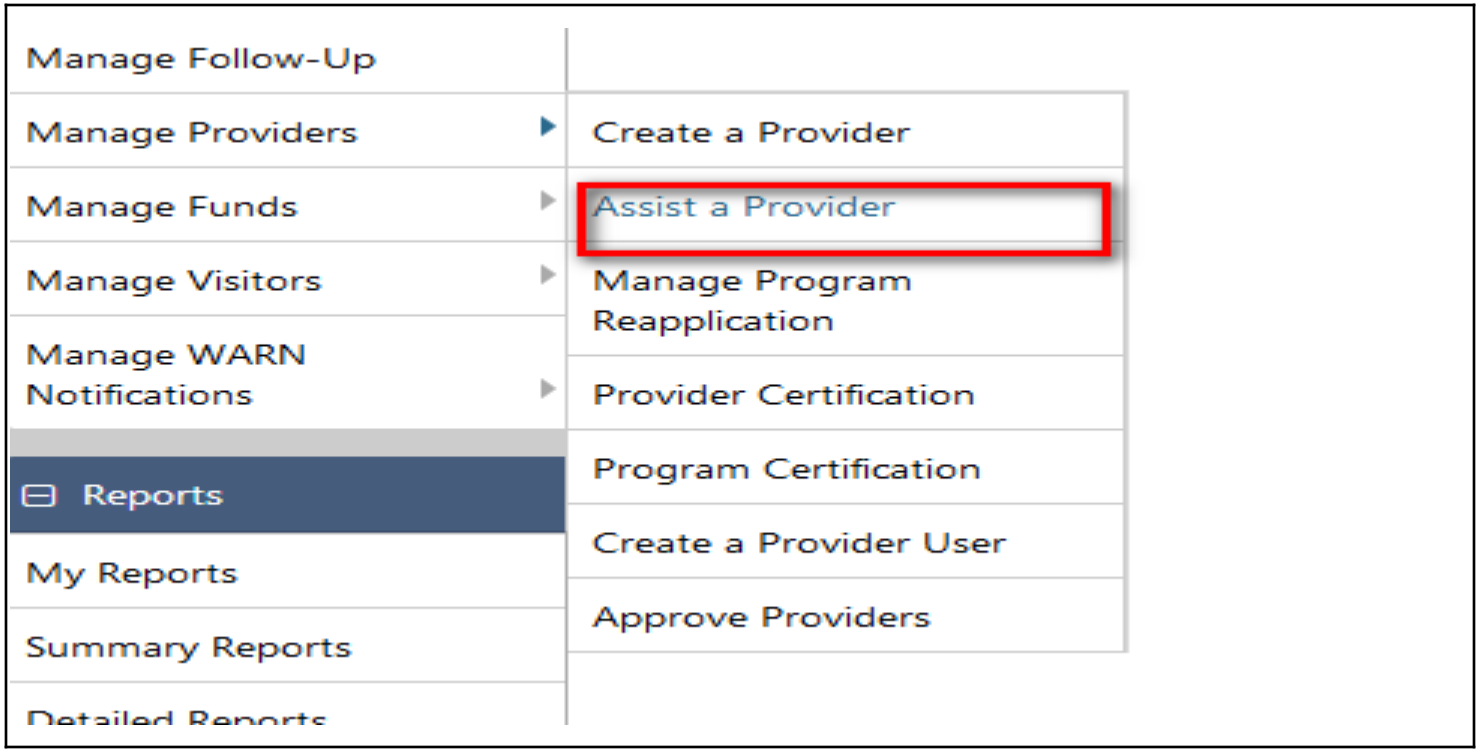
PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Click Manage Provider



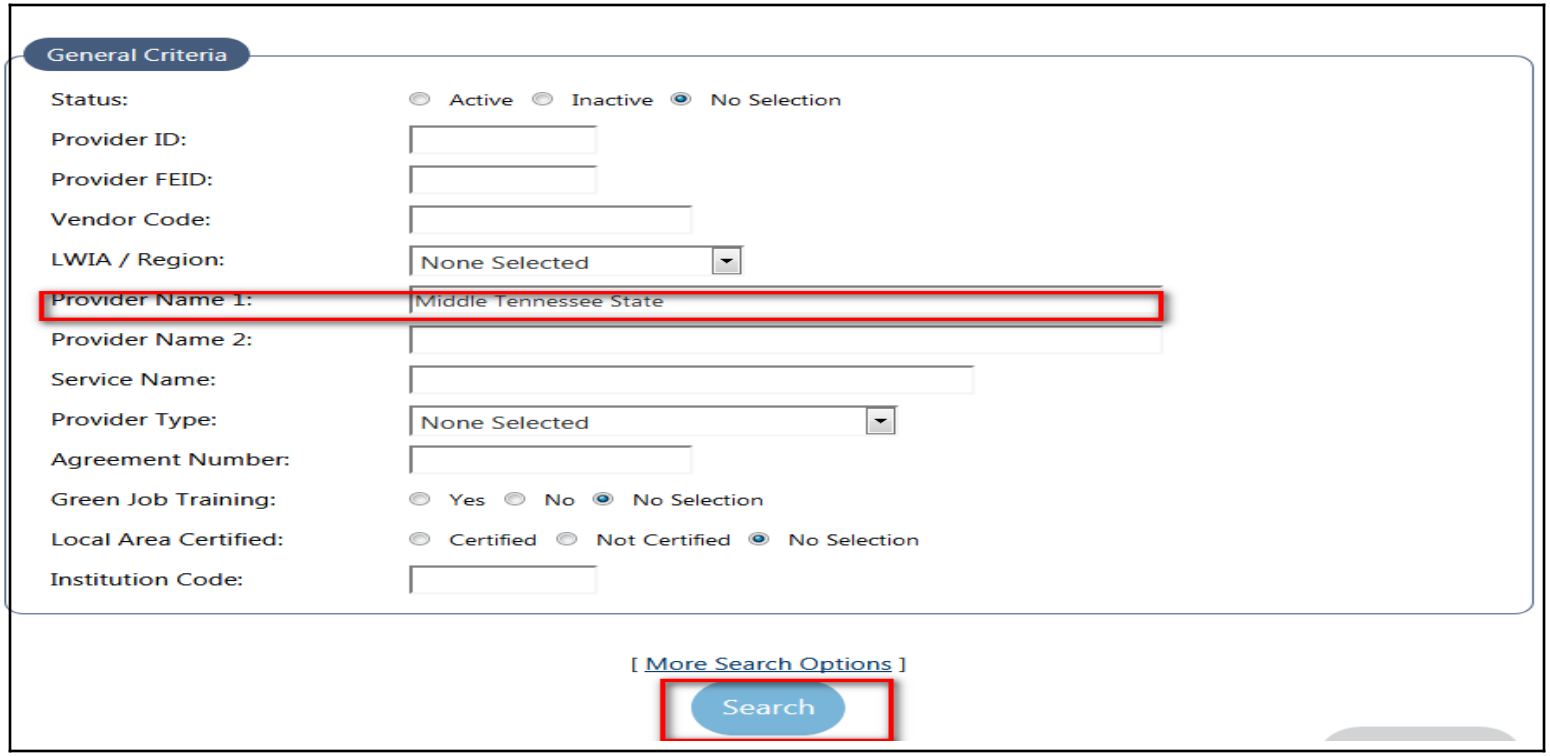
PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Select Assist a Provider



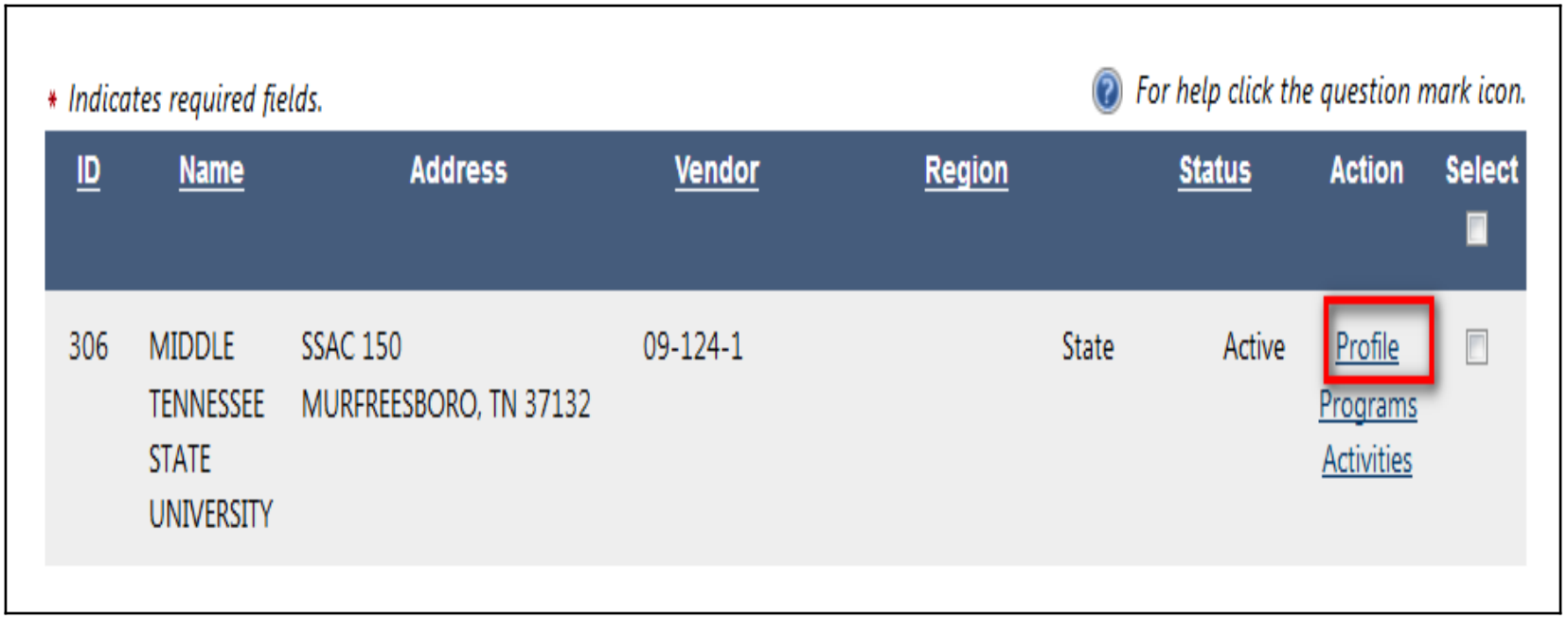
PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Enter Provider Name then click search



PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Select Profile



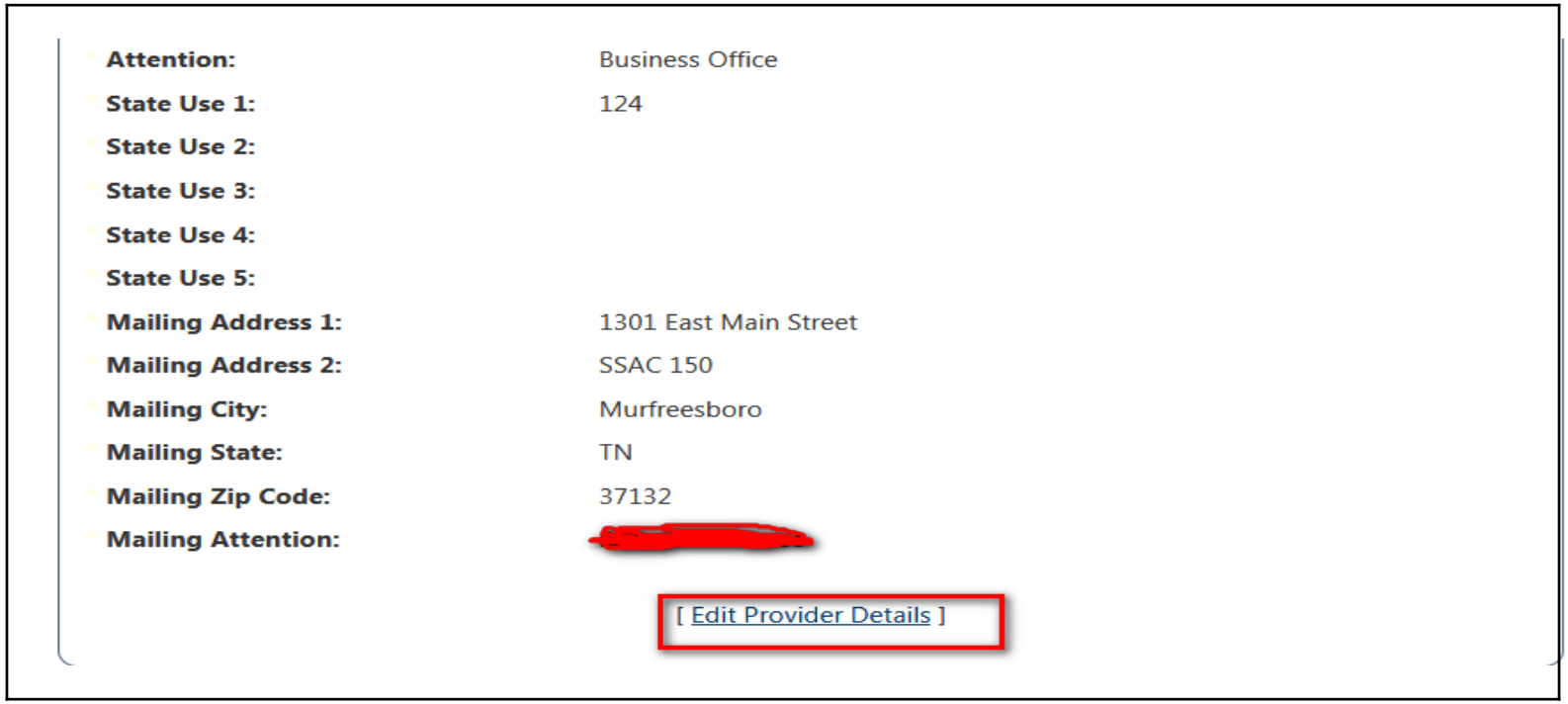
* *Indicates required fields.*

For help click the question mark icon.

ID	Name	Address	Vendor	Region	Status	Action	Select
306	MIDDLE TENNESSEE STATE UNIVERSITY	SSAC 150 MURFREESBORO, TN 37132	09-124-1	State	Active	Profile Programs Activities	

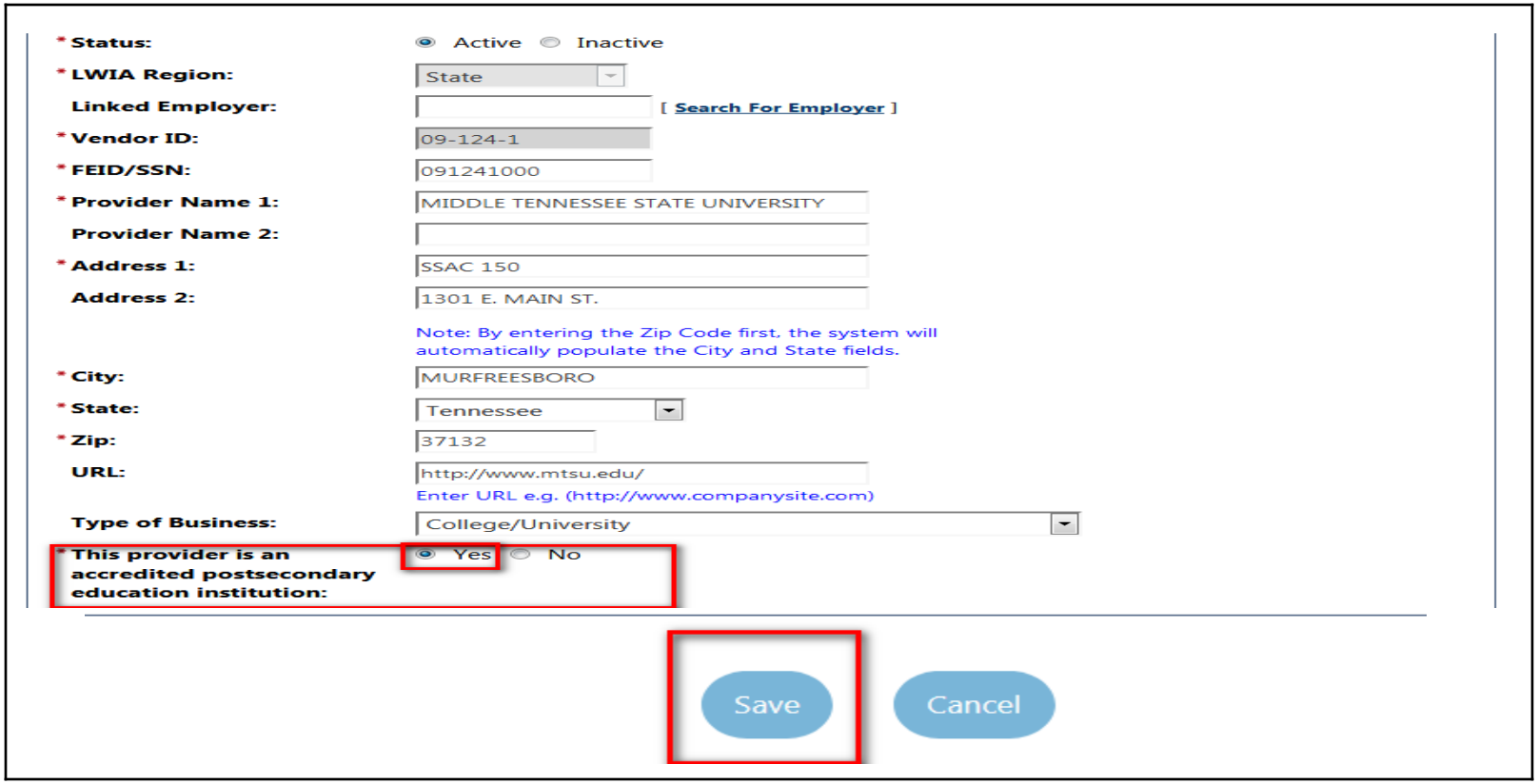
PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Click Edit Provider details



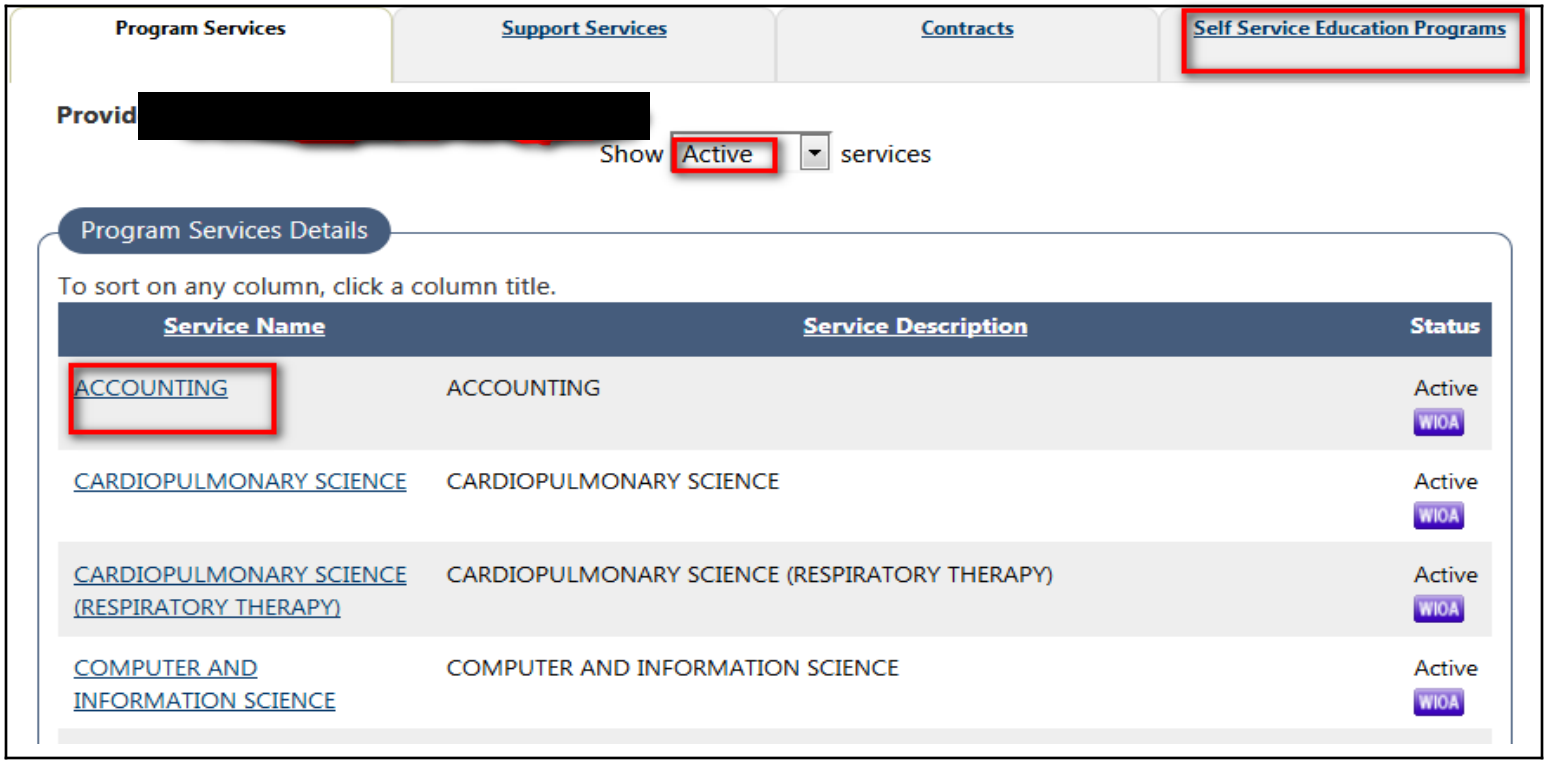
PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Select **Yes** (this Provider is an accredited Postsecondary Education Institution) then Click Save



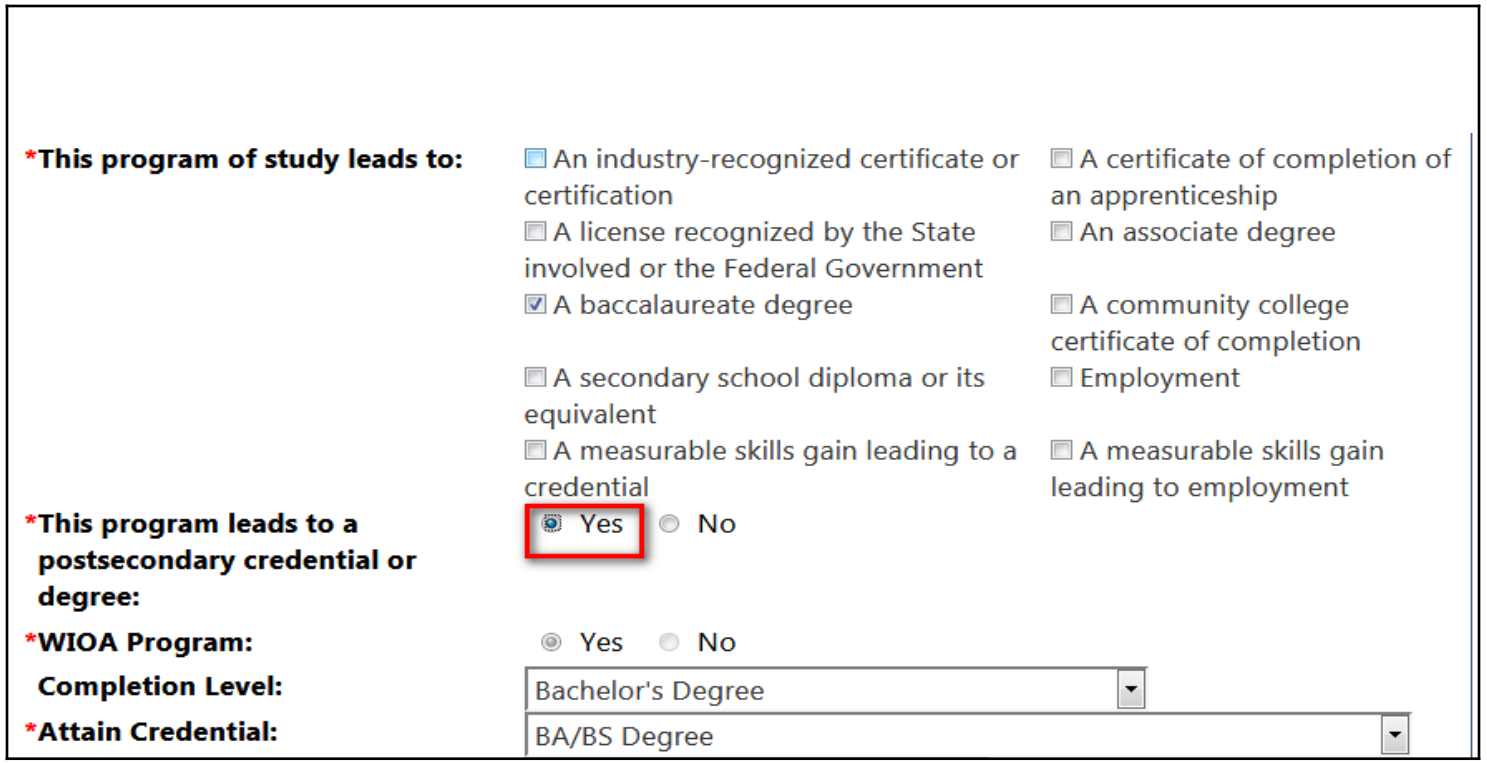
PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Self-Service Education click Active Program



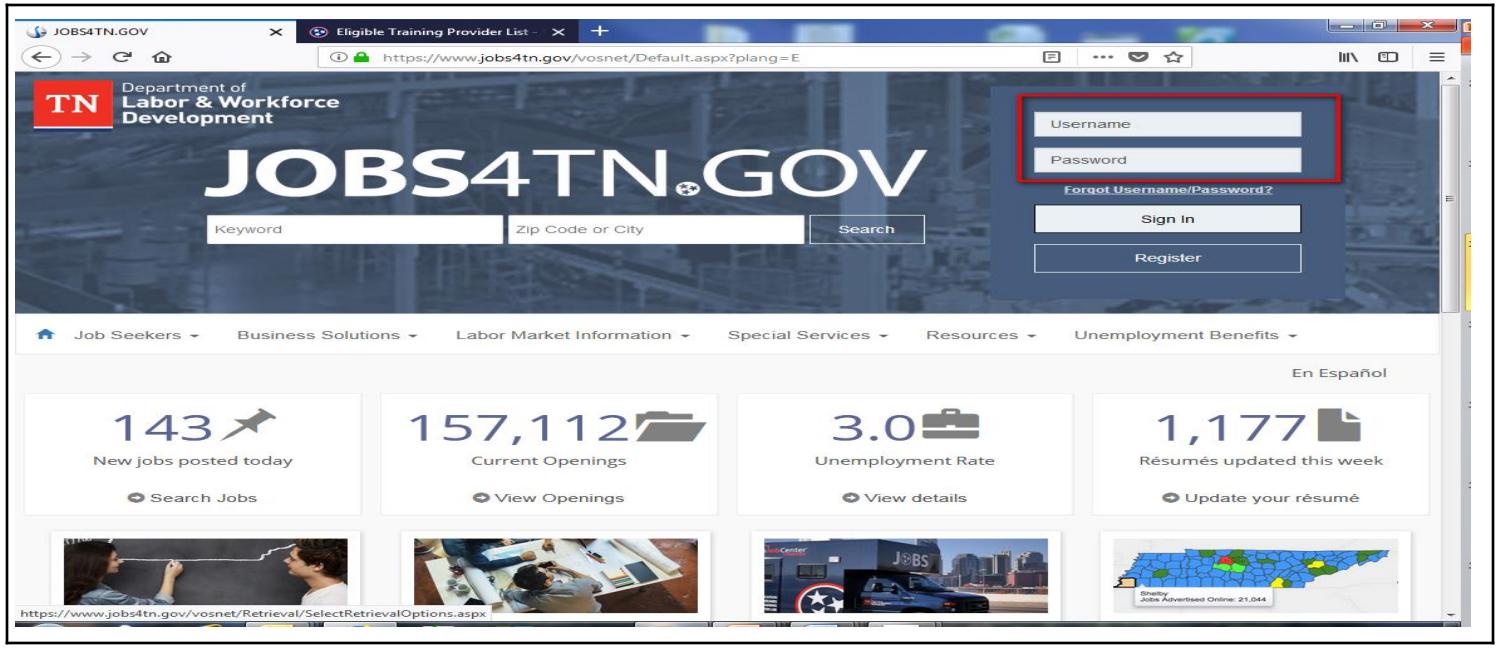
PATH TO TURN ON ACCREDITED POSTSECONDARY (Cont.)

- Select **Yes**



PATH TO PROGRAM STATUS

- Log into Jobs4tn

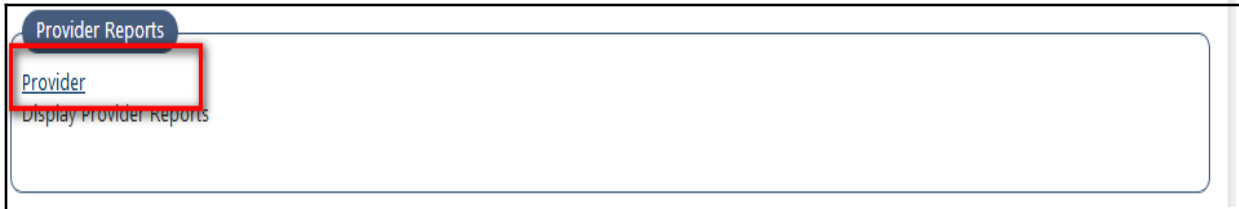


PATH TO PROGRAM STATUS (Cont.)

- Click Detailed Report

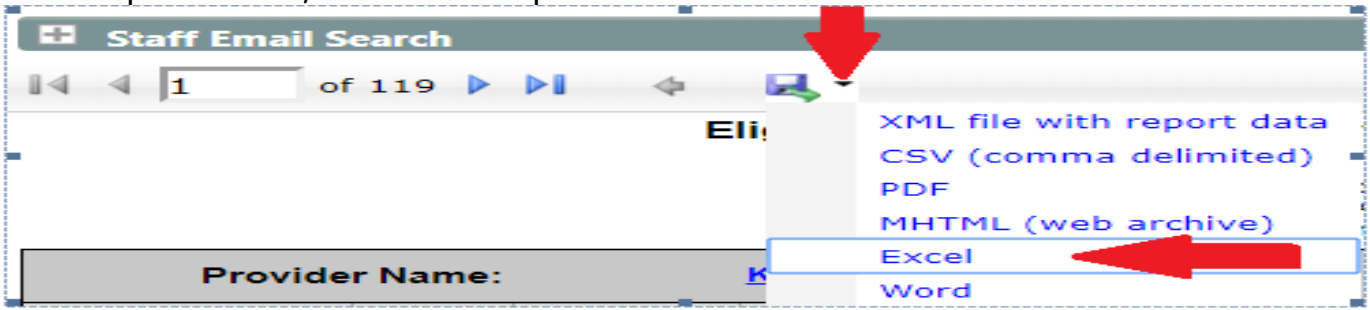
PATH TO PROGRAM STATUS (Cont.)

- Provider Reports



- Program Status

- After the report loads, click the drop down arrow next to the save icon and select Excel

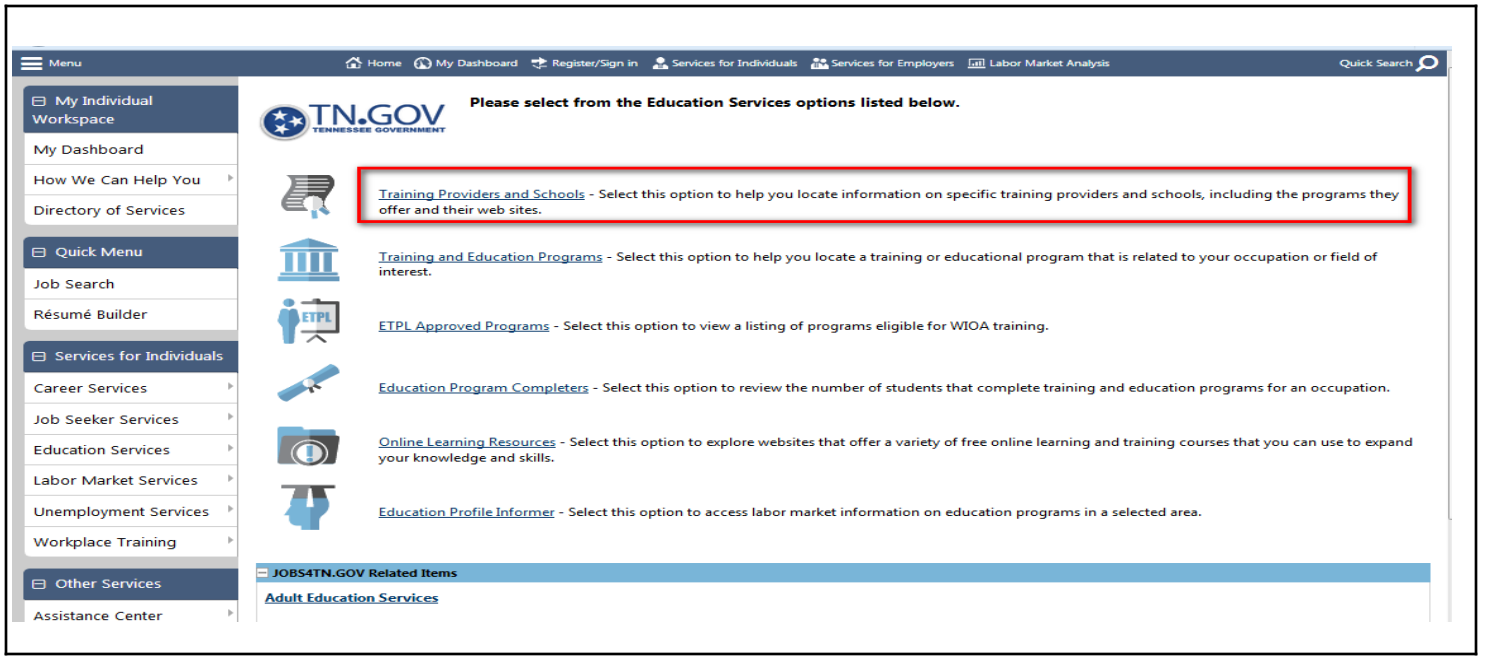


PATH TO ETPL APPROVED PROVIDERS SEARCH

- Visit Jobs4tn
- Special Services Click Education and Training Data

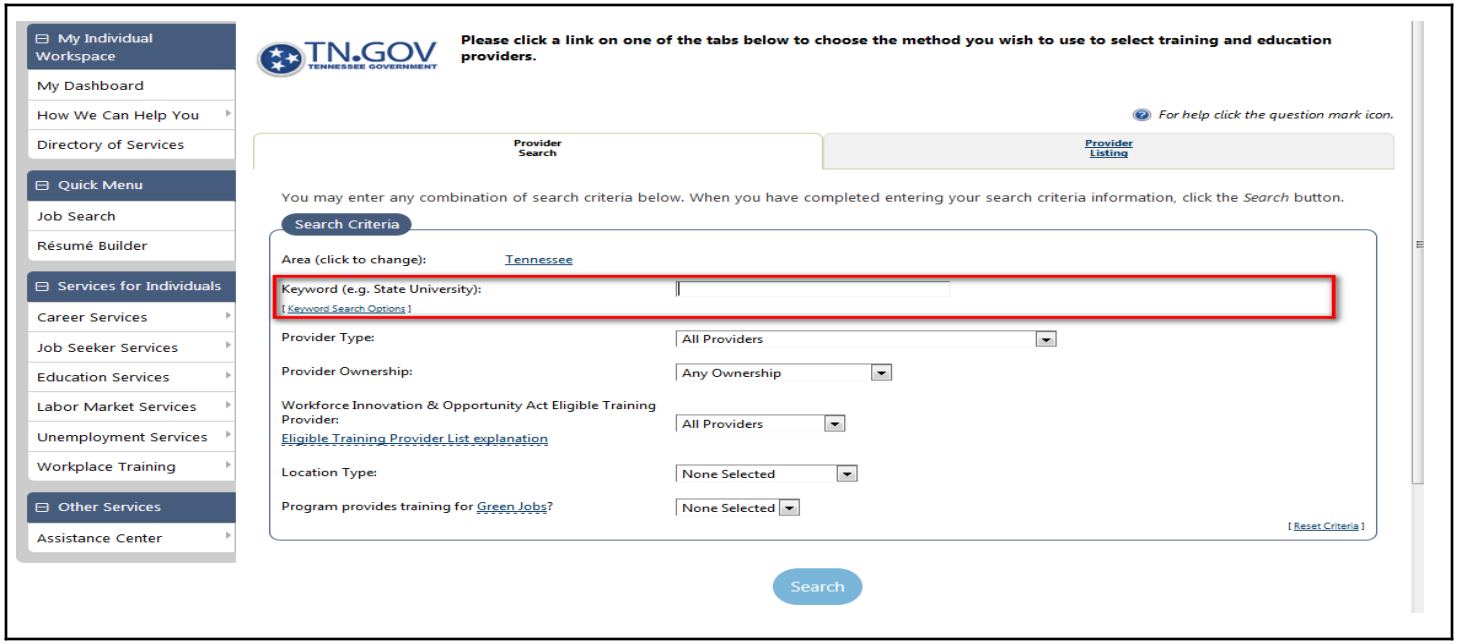
PATH TO ETPL APPROVED PROVIDERS SEARCH(Cont.)

- Click “Training Providers and Schools



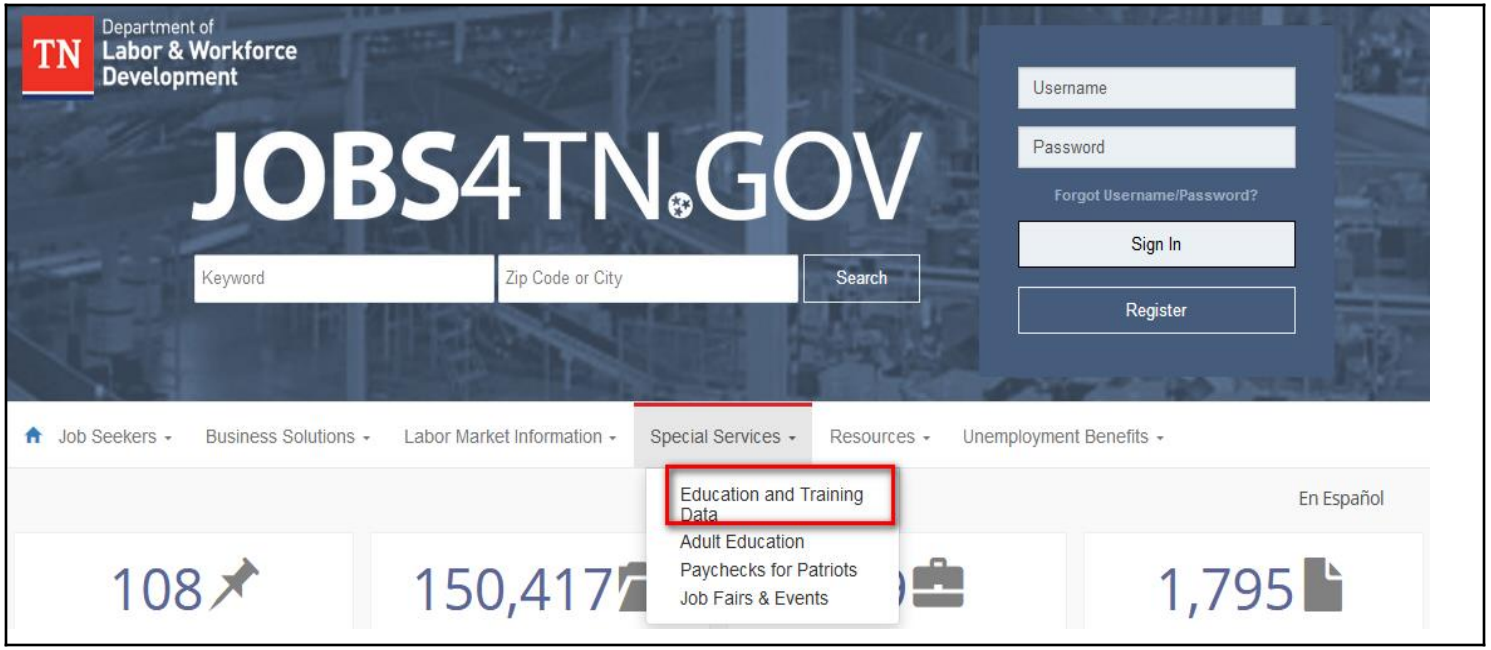
PATH TO ETPL APPROVED PROVIDERS SEARCH(Cont.)

- Click Search or select school's name via the Provider Listing tab.



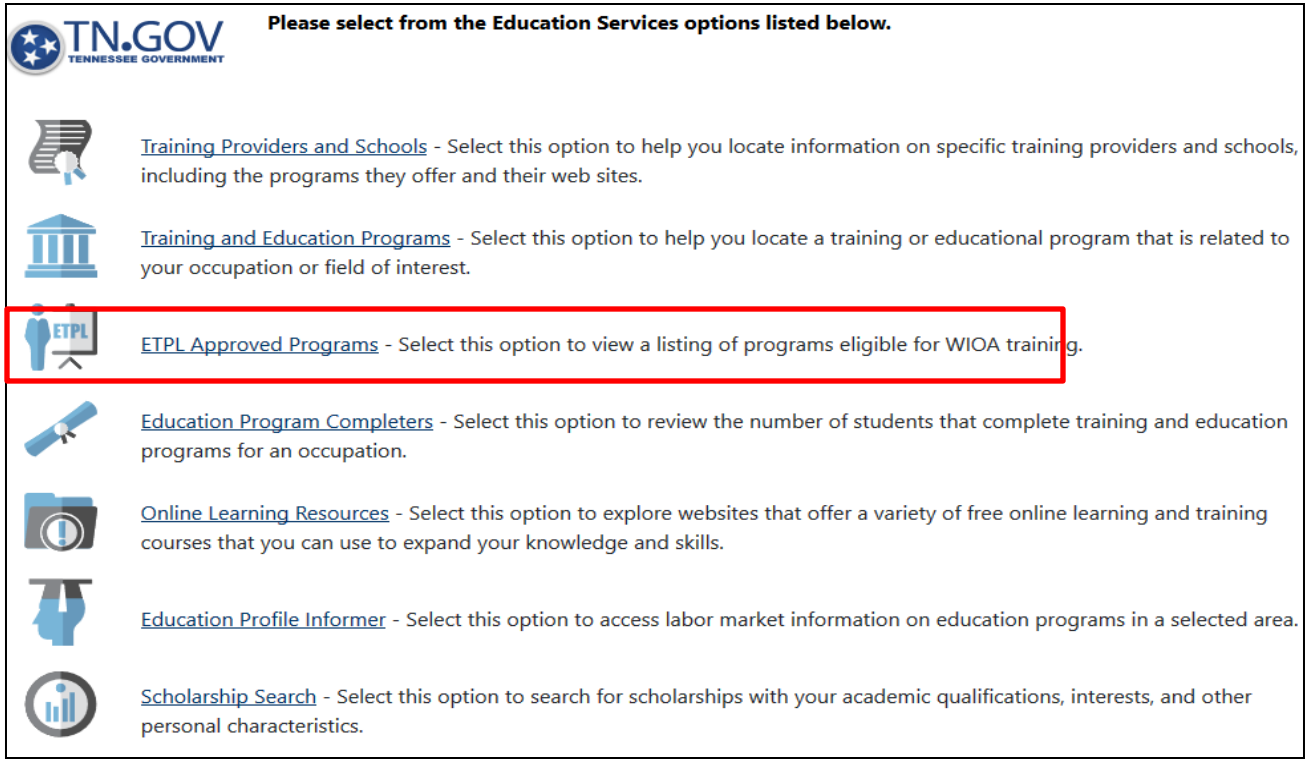
PATH TO ETPL APPROVED PROGRAMS SEARCH

- Visit Jobs4tn
- Under Special Services
- Click Education and Training Data



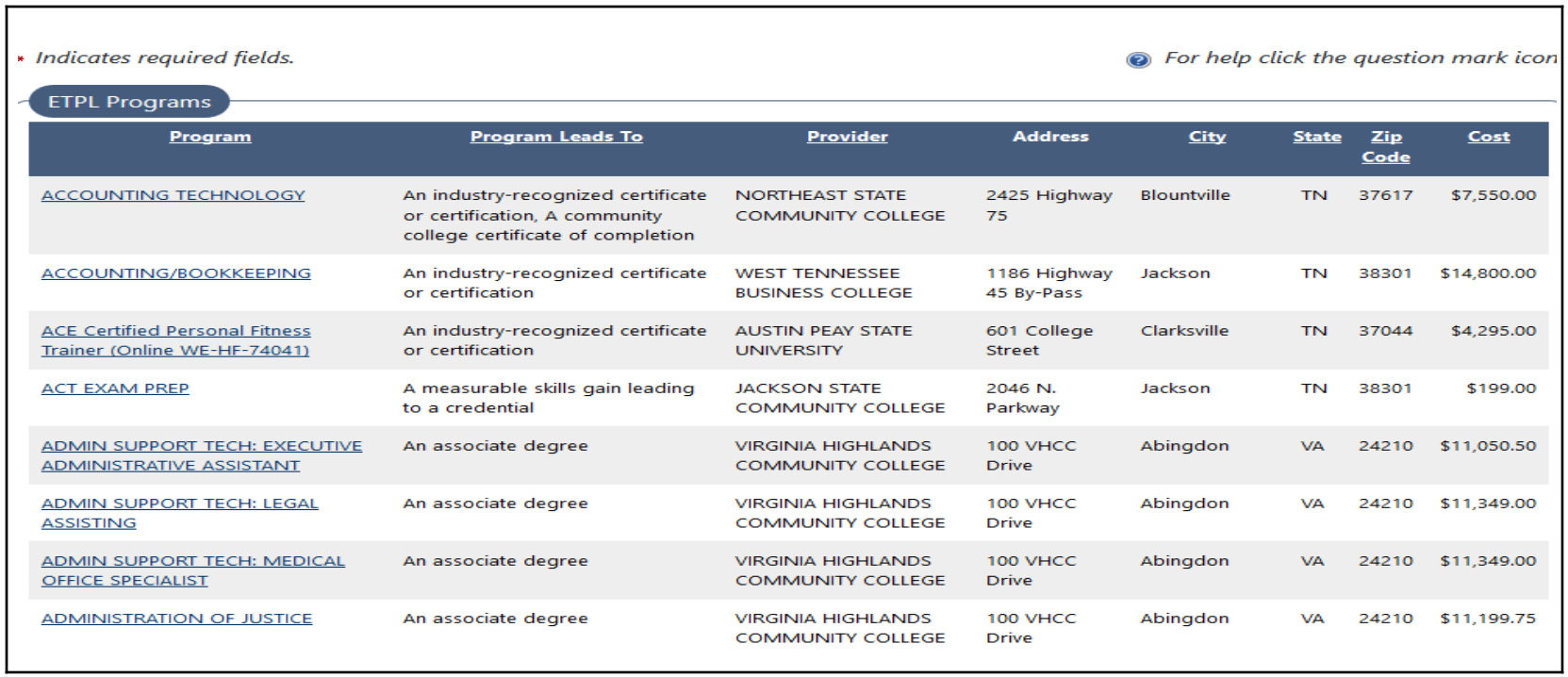
PATH TO ETPL APPROVED PROGRAMS SEARCH

- Click ETPL Approved Programs to search or view programs



PATH TO ETPL APPROVED PROGRAMS SEARCH

- Click on Program to view program cost, length and contact number



* *Indicates required fields.*

For help click the question mark icon

ETPL Programs

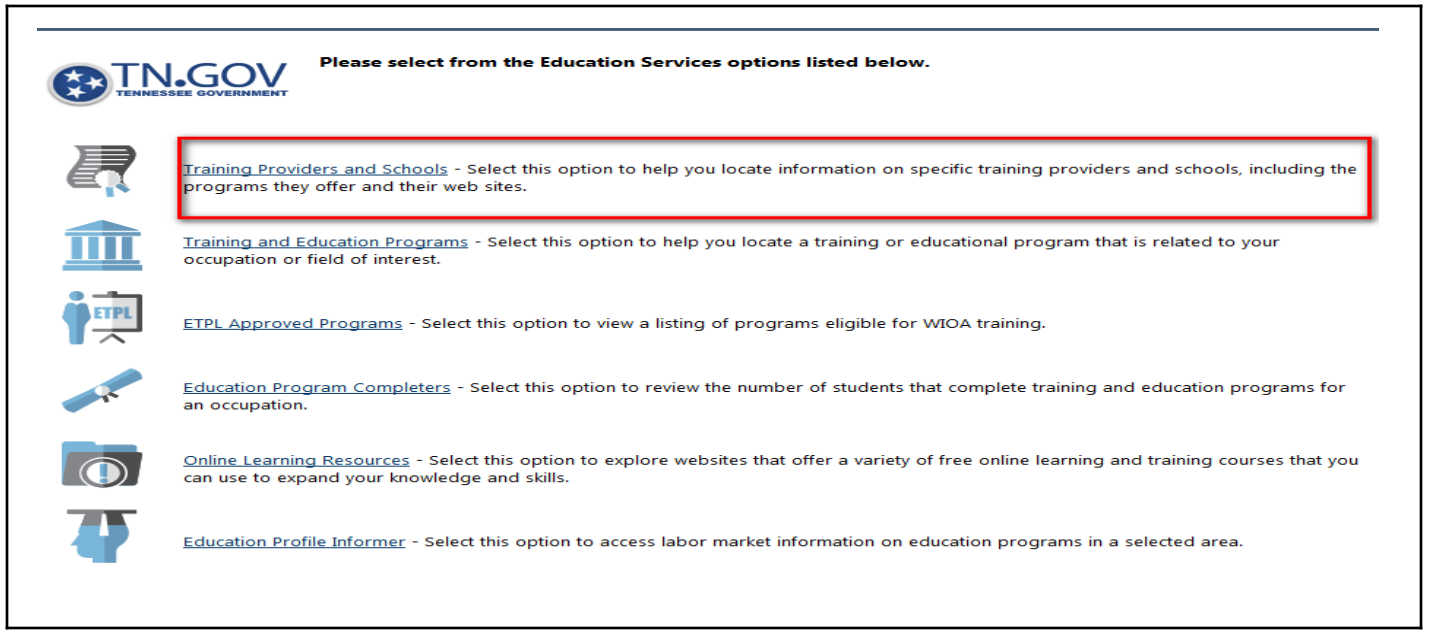
Program	Program Leads To	Provider	Address	City	State	Zip Code	Cost
ACCOUNTING TECHNOLOGY	An industry-recognized certificate or certification, A community college certificate of completion	NORTHEAST STATE COMMUNITY COLLEGE	2425 Highway 75	Blountville	TN	37617	$7,550.00
ACCOUNTING/BOOKKEEPING	An industry-recognized certificate or certification	WEST TENNESSEE BUSINESS COLLEGE	1186 Highway 45 By-Pass	Jackson	TN	38301	$14,800.00
ACE Certified Personal Fitness Trainer (Online WE-HF-74041)	An industry-recognized certificate or certification	AUSTIN PEAY STATE UNIVERSITY	601 College Street	Clarksville	TN	37044	$4,295.00
ACT EXAM PREP	A measurable skills gain leading to a credential	JACKSON STATE COMMUNITY COLLEGE	2046 N. Parkway	Jackson	TN	38301	$199.00
ADMIN SUPPORT TECH: EXECUTIVE ADMINISTRATIVE ASSISTANT	An associate degree	VIRGINIA HIGHLANDS COMMUNITY COLLEGE	100 VHCC Drive	Abingdon	VA	24210	$11,050.50
ADMIN SUPPORT TECH: LEGAL ASSISTING	An associate degree	VIRGINIA HIGHLANDS COMMUNITY COLLEGE	100 VHCC Drive	Abingdon	VA	24210	$11,349.00
ADMIN SUPPORT TECH: MEDICAL OFFICE SPECIALIST	An associate degree	VIRGINIA HIGHLANDS COMMUNITY COLLEGE	100 VHCC Drive	Abingdon	VA	24210	$11,349.00
ADMINISTRATION OF JUSTICE	An associate degree	VIRGINIA HIGHLANDS COMMUNITY COLLEGE	100 VHCC Drive	Abingdon	VA	24210	$11,199.75

APPRENTICESHIP PROGRAMS SEARCH

- Visit Jobs4tn.gov
- Special Services select Education and Training Data

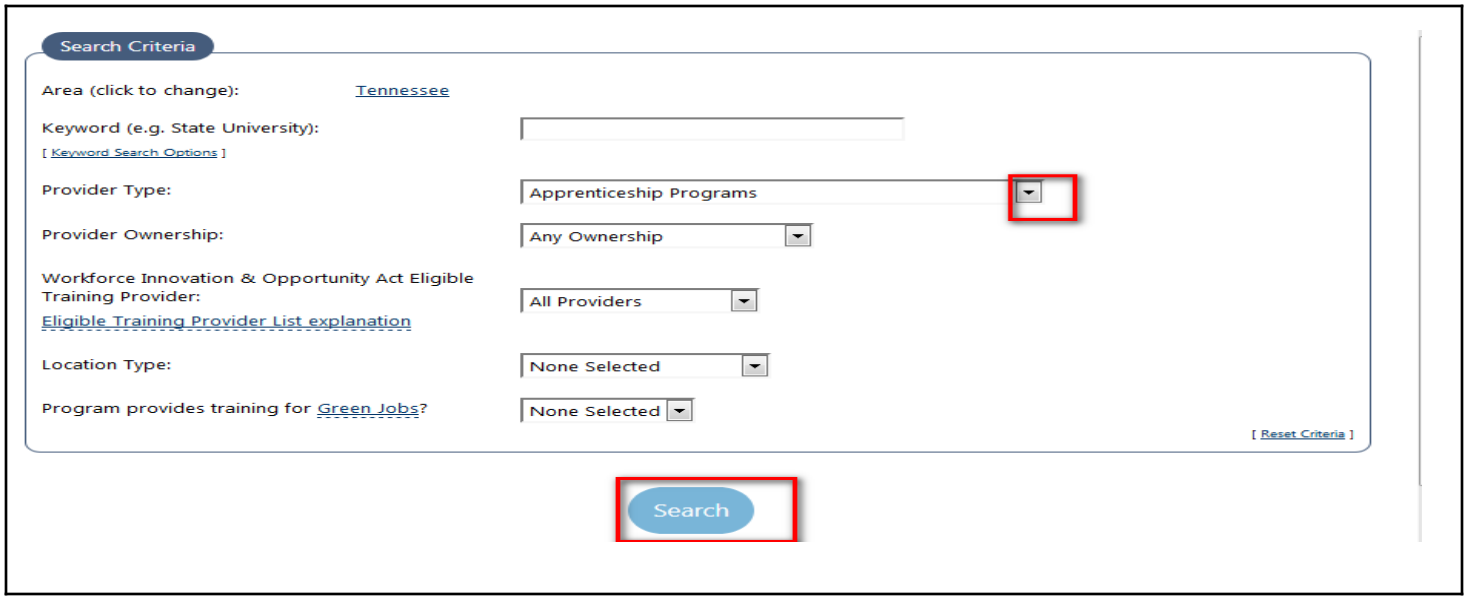
APPRENTICESHIP PROGRAMS SEARCH

- Click on Training Providers and Schools



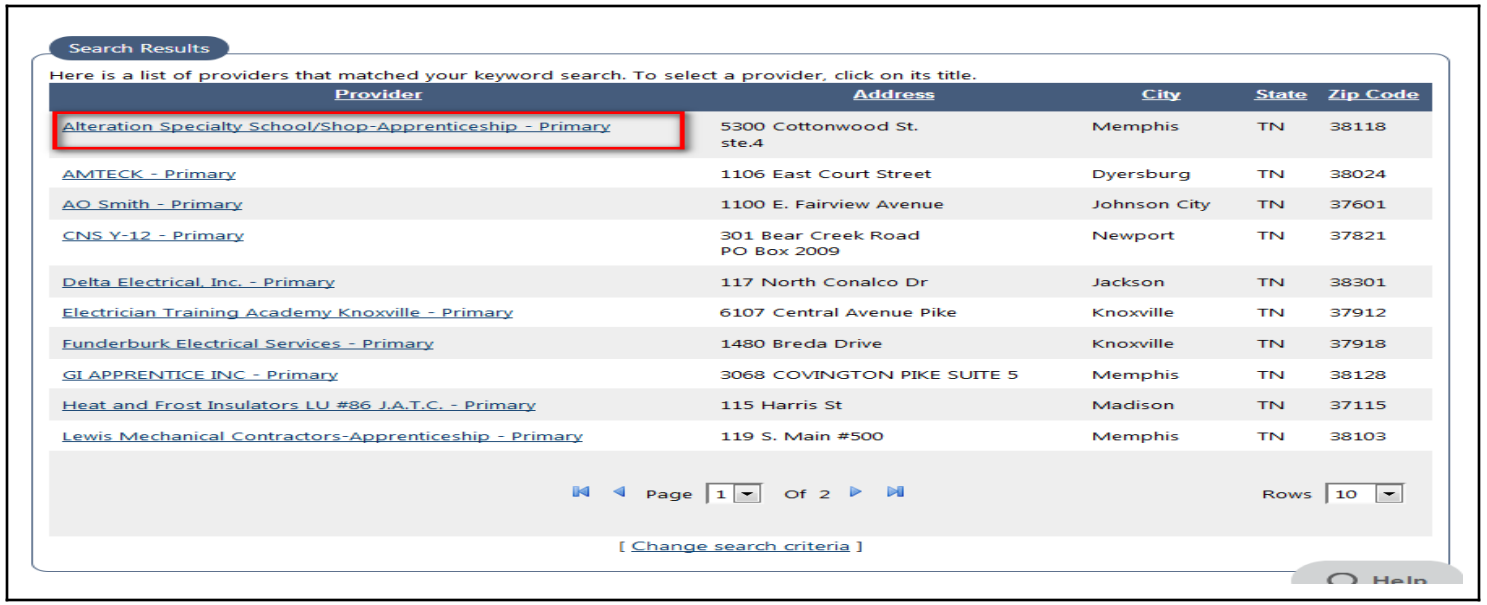
APPRENTICESHIP PROGRAMS SEARCH

- Select Apprenticeship Programs then click search



APPRENTICESHIP PROGRAMS SEARCH

- Click on provider to view program cost, length and contact number



Search Results

Here is a list of providers that matched your keyword search. To select a provider, click on its title.

Provider	Address	City	State	Zip Code
Alteration Specialty School/Shop-Apprenticeship - Primary	5300 Cottonwood St. ste.4	Memphis	TN	38118
AMTECK - Primary	1106 East Court Street	Dyersburg	TN	38024
AO Smith - Primary	1100 E. Fairview Avenue	Johnson City	TN	37601
CNS Y-12 - Primary	301 Bear Creek Road PO Box 2009	Newport	TN	37821
Delta Electrical, Inc. - Primary	117 North Conalco Dr	Jackson	TN	38301
Electrician Training Academy Knoxville - Primary	6107 Central Avenue Pike	Knoxville	TN	37912
Funderburk Electrical Services - Primary	1480 Breda Drive	Knoxville	TN	37918
GI APPRENTICE INC - Primary	3068 COVINGTON PIKE SUITE 5	Memphis	TN	38128
Heat and Frost Insulators LU #86 J.A.T.C. - Primary	115 Harris St	Madison	TN	37115
Lewis Mechanical Contractors-Apprenticeship - Primary	119 S. Main #500	Memphis	TN	38103

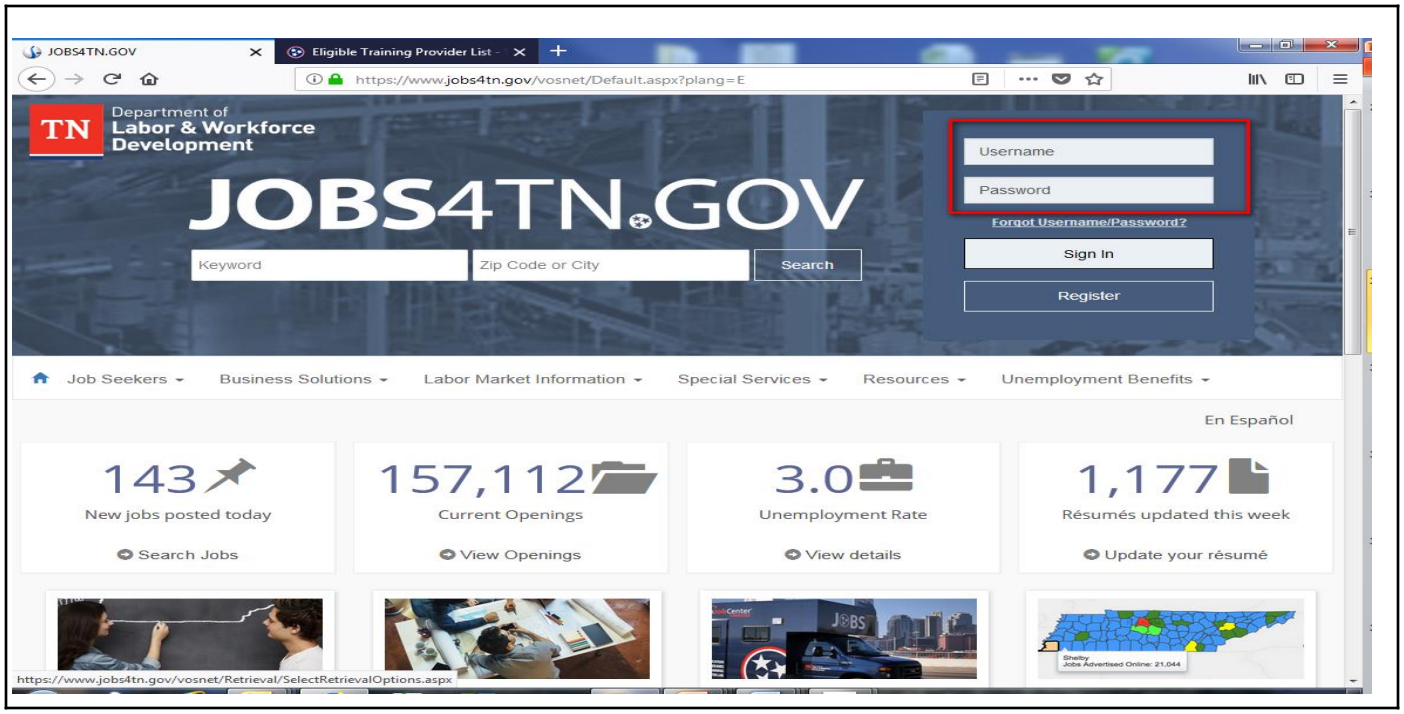
Page 1 Of 2 Rows 10

[Change search criteria]

Help

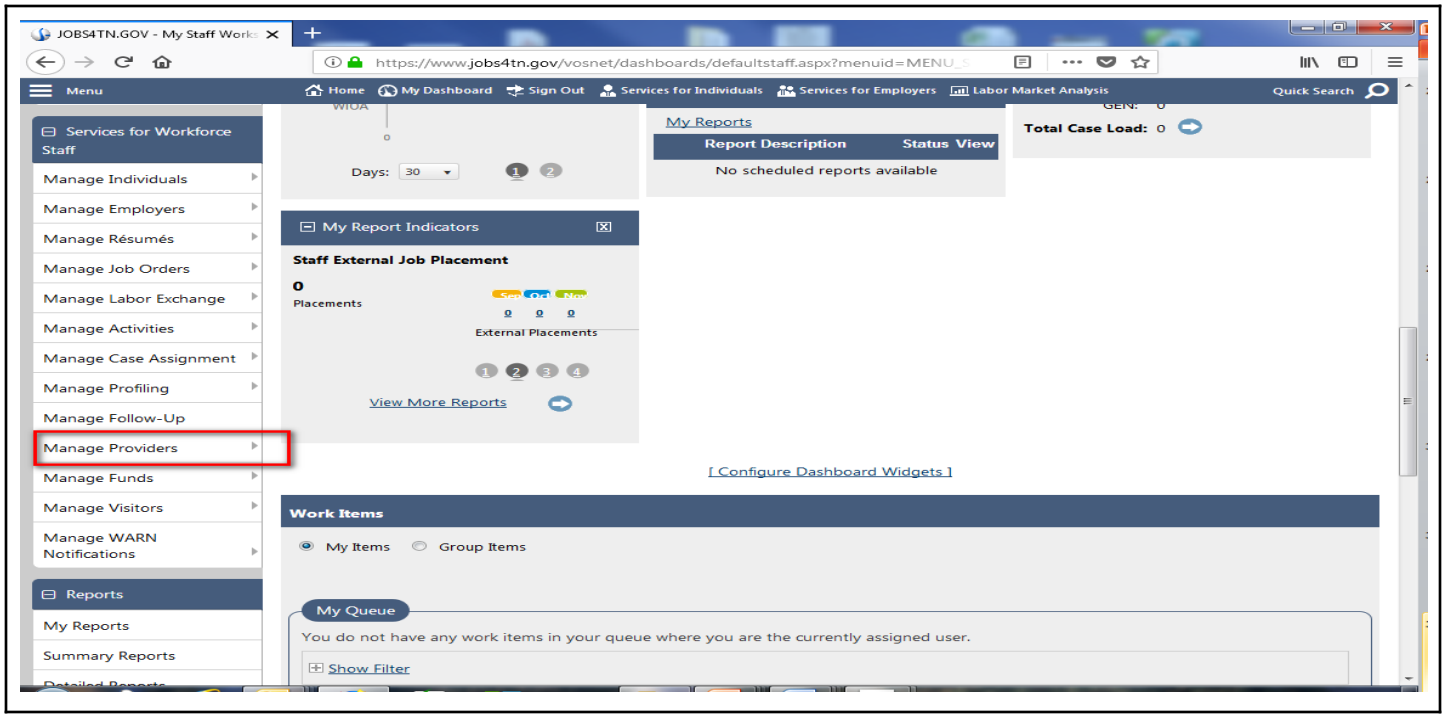
OCCUPATION/PROGRAM APPROVAL

- Log into Jobs4tn



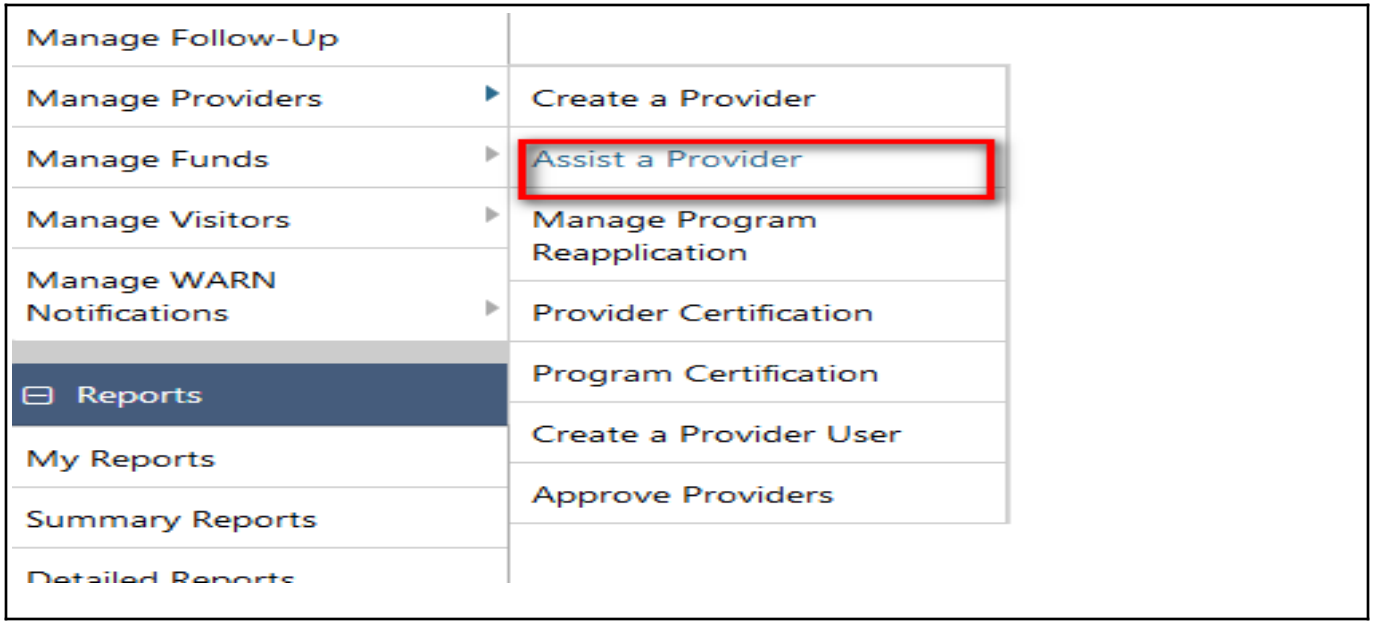
OCCUPATION/PROGRAM APPROVAL

- Select Manage Provider



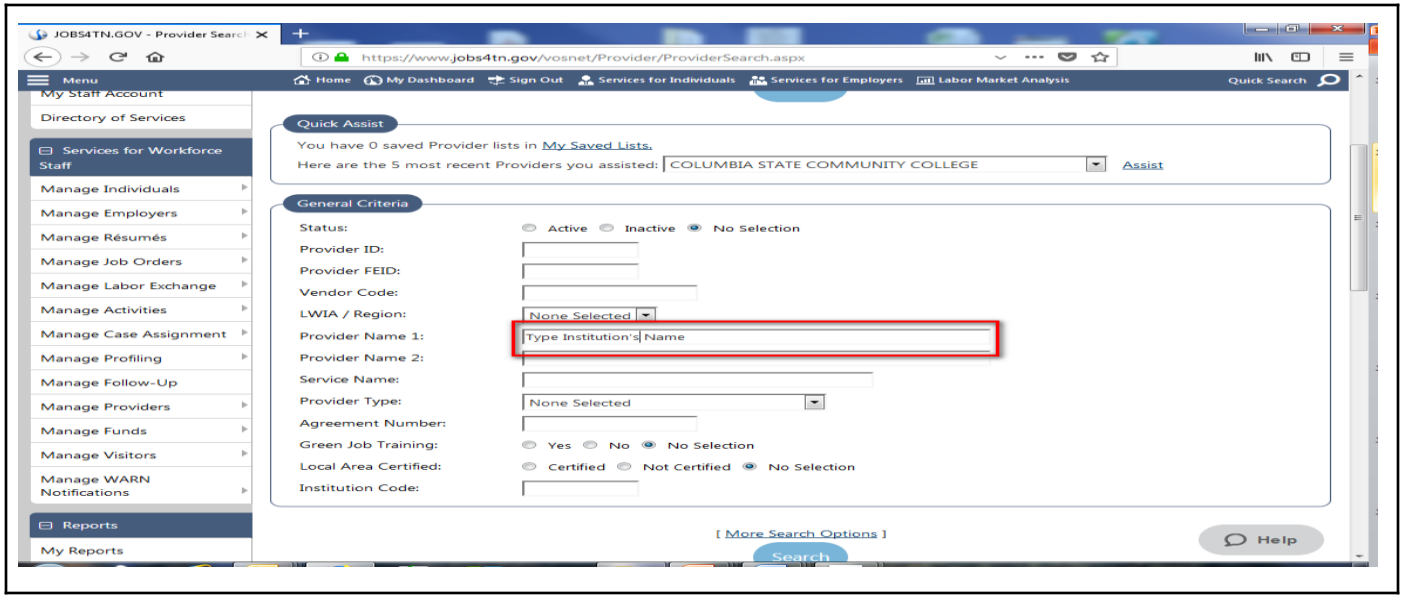
OCCUPATION/PROGRAM APPROVAL (Cont.)

- Select Assist a Provider



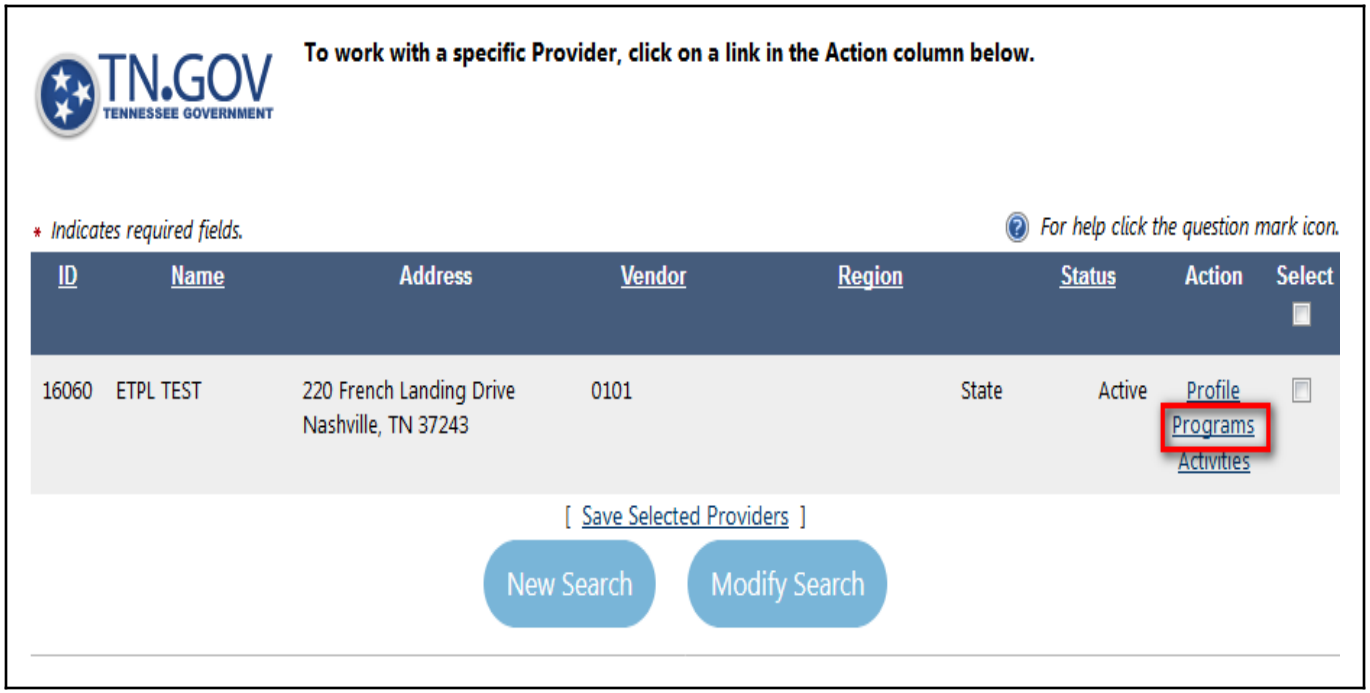
OCCUPATION/PROGRAM APPROVAL (Cont.)

- Under General Criteria Type in the name of the Provider Click Enter



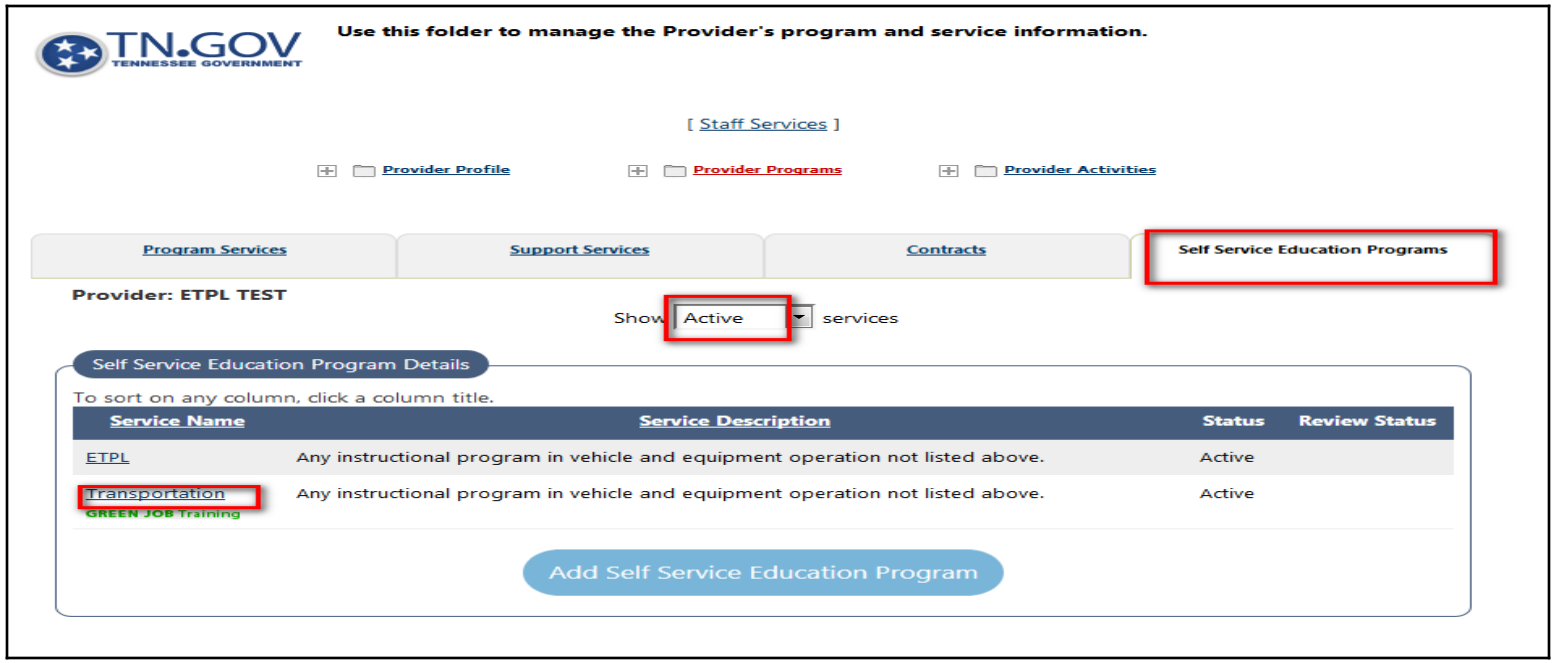
OCCUPATION/PROGRAM APPROVAL (Cont.)

- Click on Programs



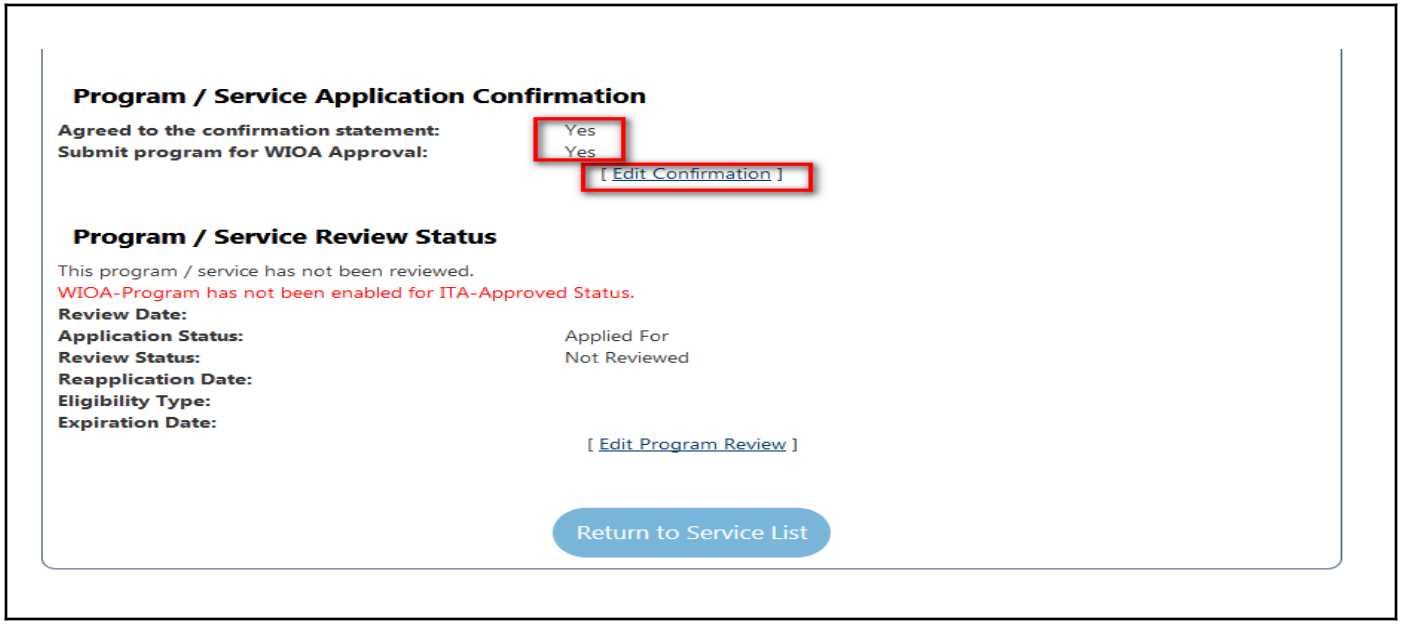
OCCUPATION/PROGRAM APPROVAL (Cont.)

- Click on self service Education Programs and make sure it's on Active Click on the Program



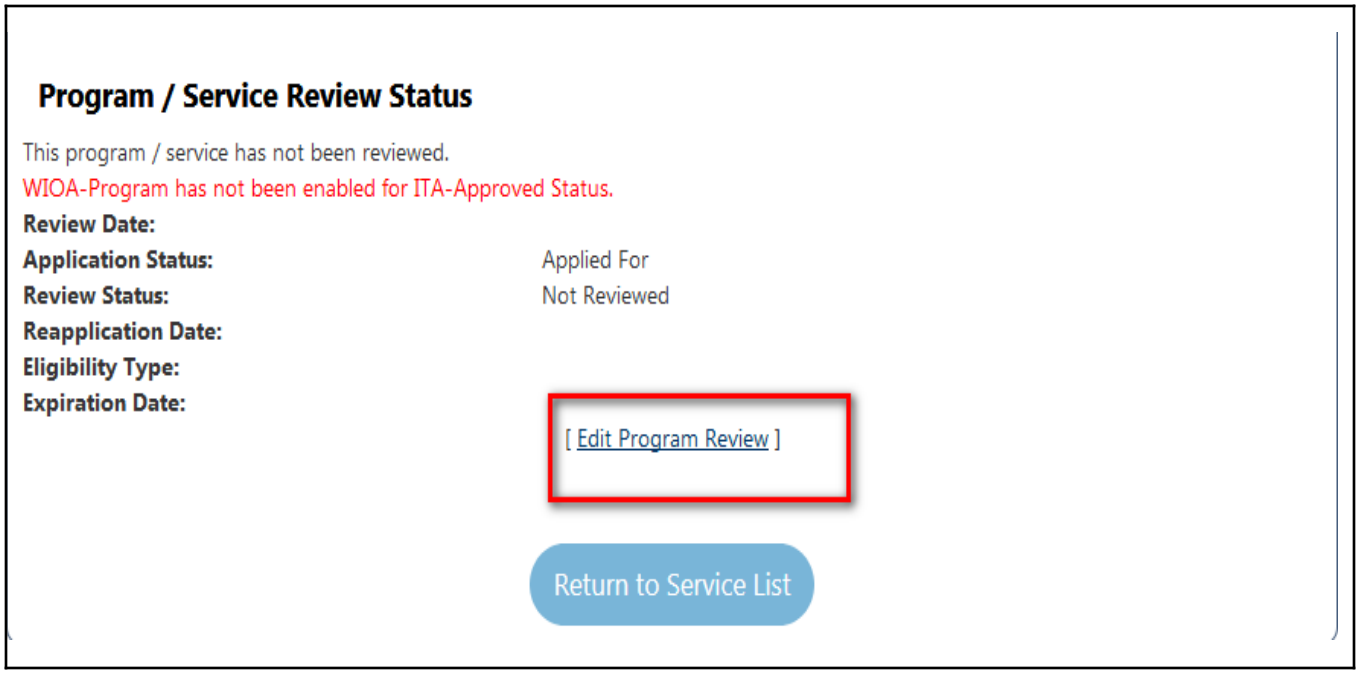
OCCUPATION/PROGRAM APPROVAL (Cont.)

- Click Edit confirmation
- Select Yes



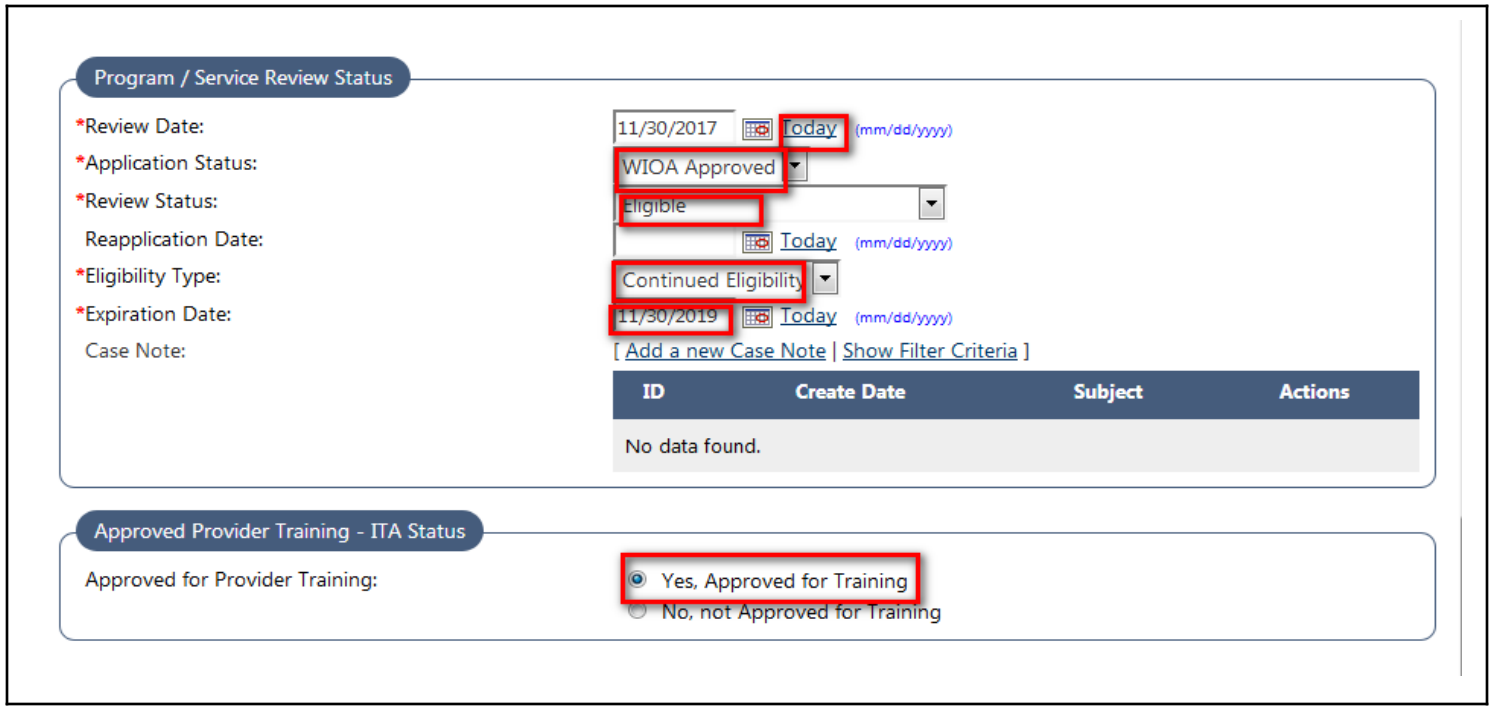
OCCUPATION/PROGRAM APPROVAL (Cont.)

- Click on Edit Program Review



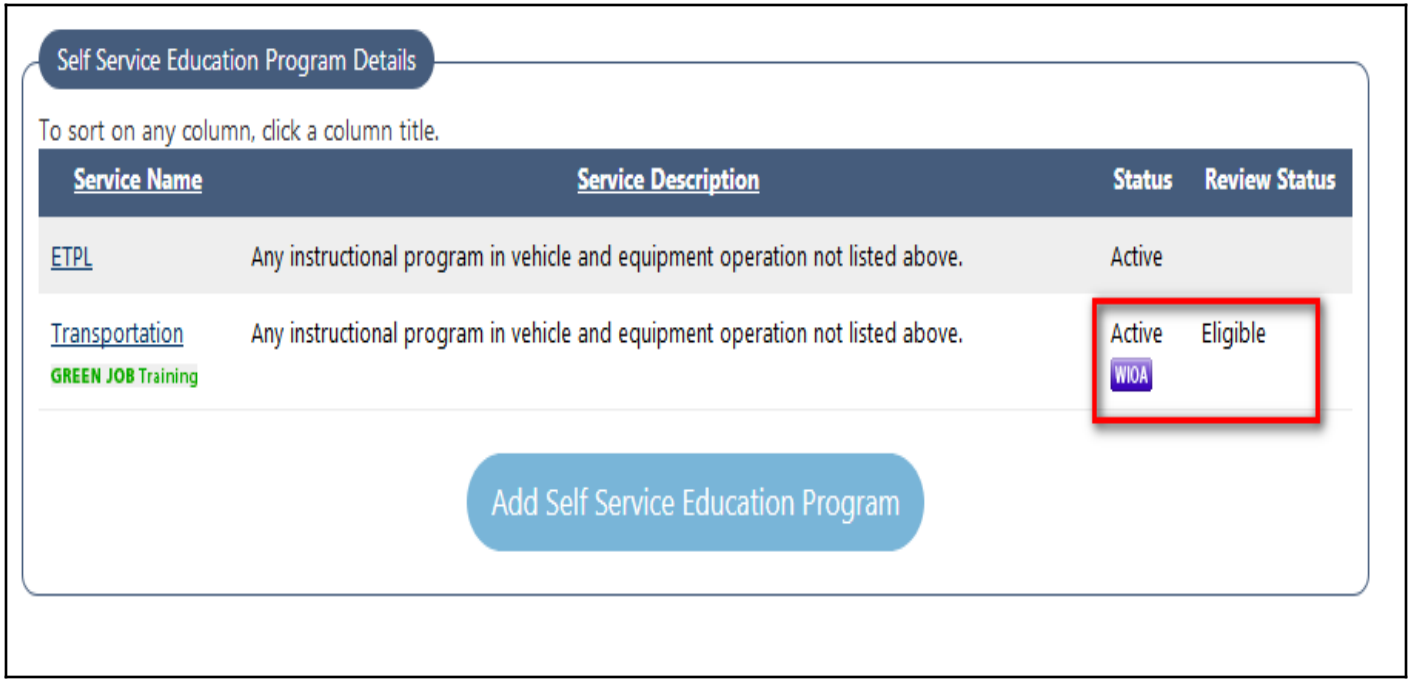
OCCUPATION/PROGRAM APPROVAL (Cont.)

- From the dropdown menu select the followings



OCCUPATION/PROGRAM APPROVAL (Cont.)

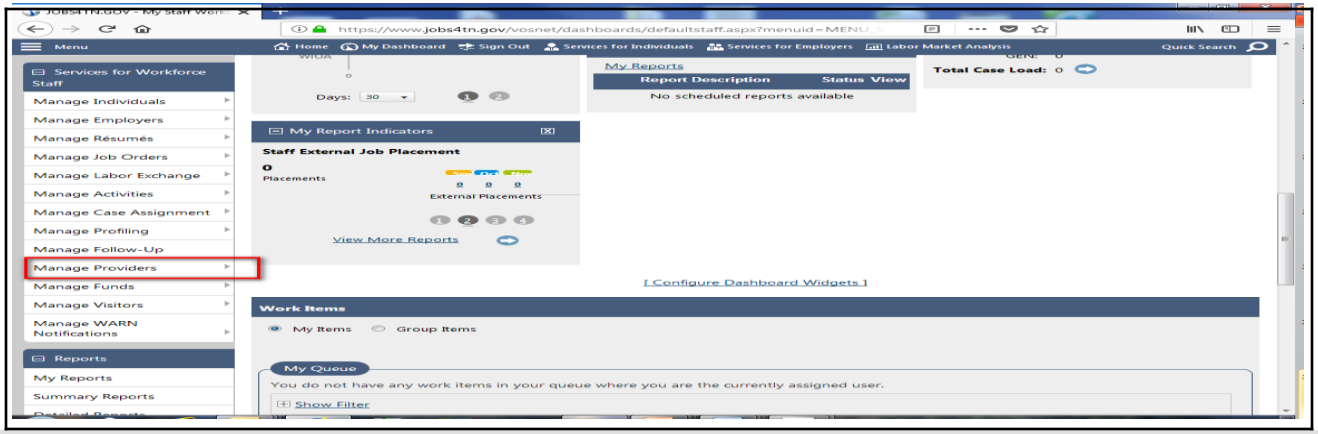
- Go back to self service Education Program you will see WIOA under Active as seen below:



HOW TO CREATE A SATELLITE CAMPUS

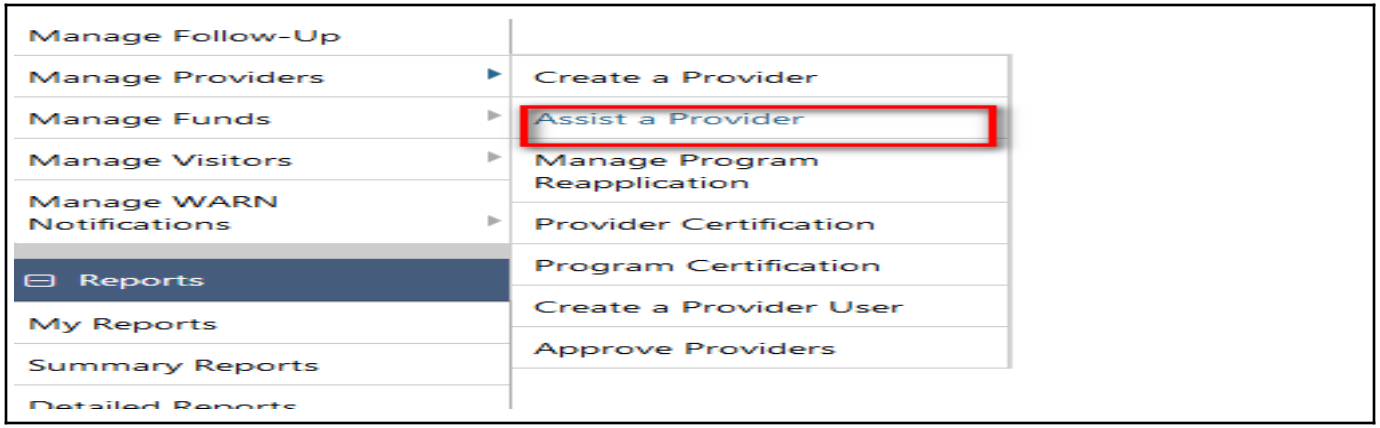
- Log into Jobs4tn

- Select Manage Provider

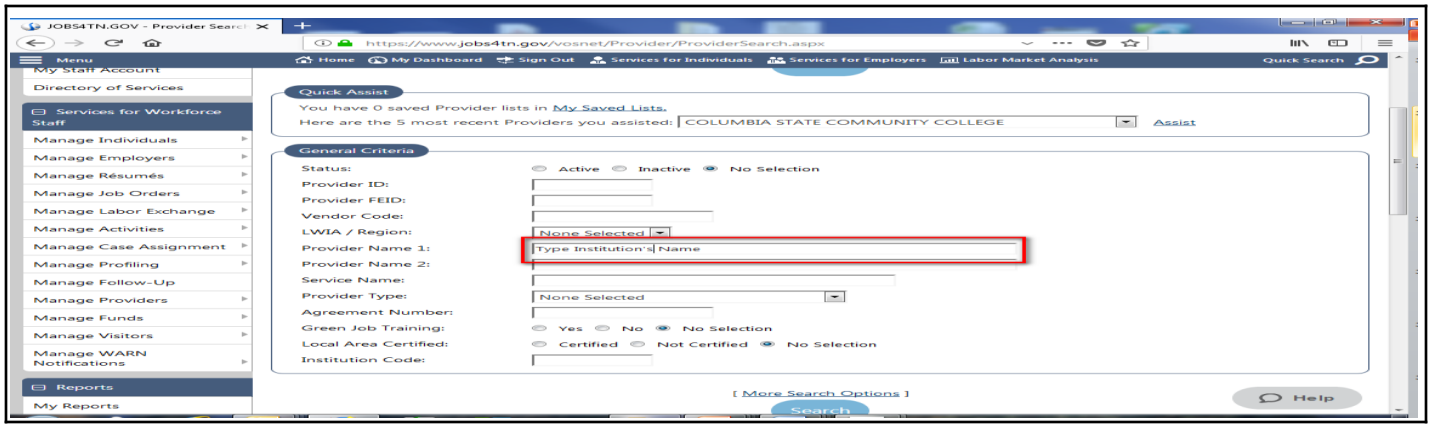


HOW TO CREATE A SATELLITE CAMPUS

- Select Assist a Provider



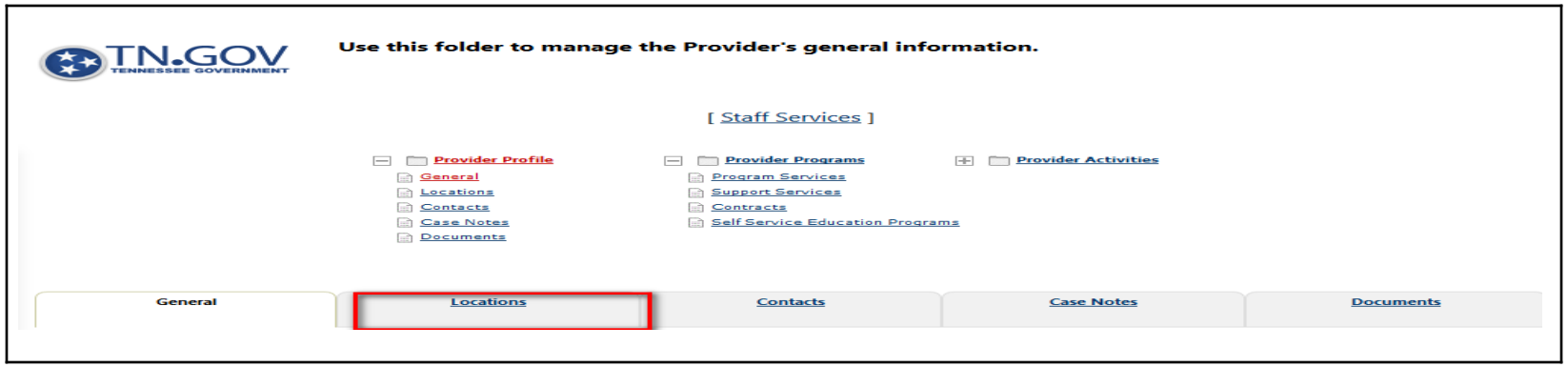
- Enter Provider Click Search



HOW TO CREATE A SATELLITE CAMPUS

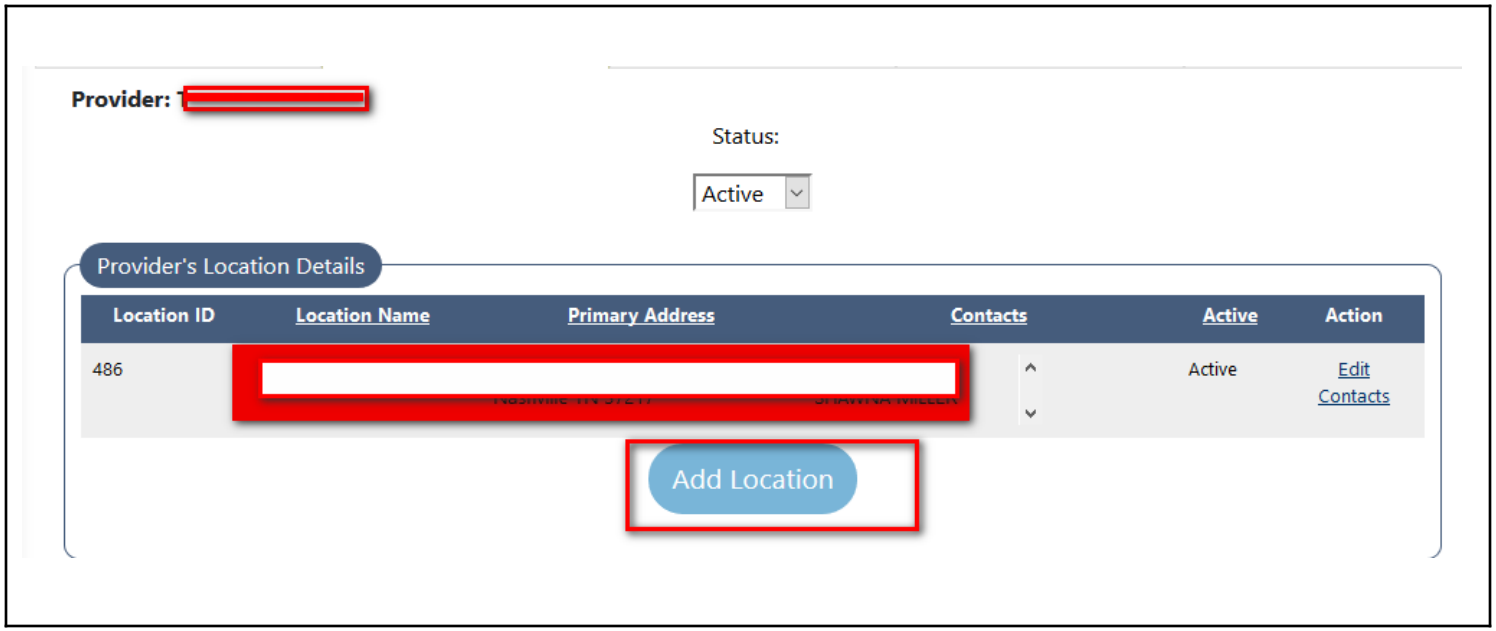
- Select Profile

- Select Location



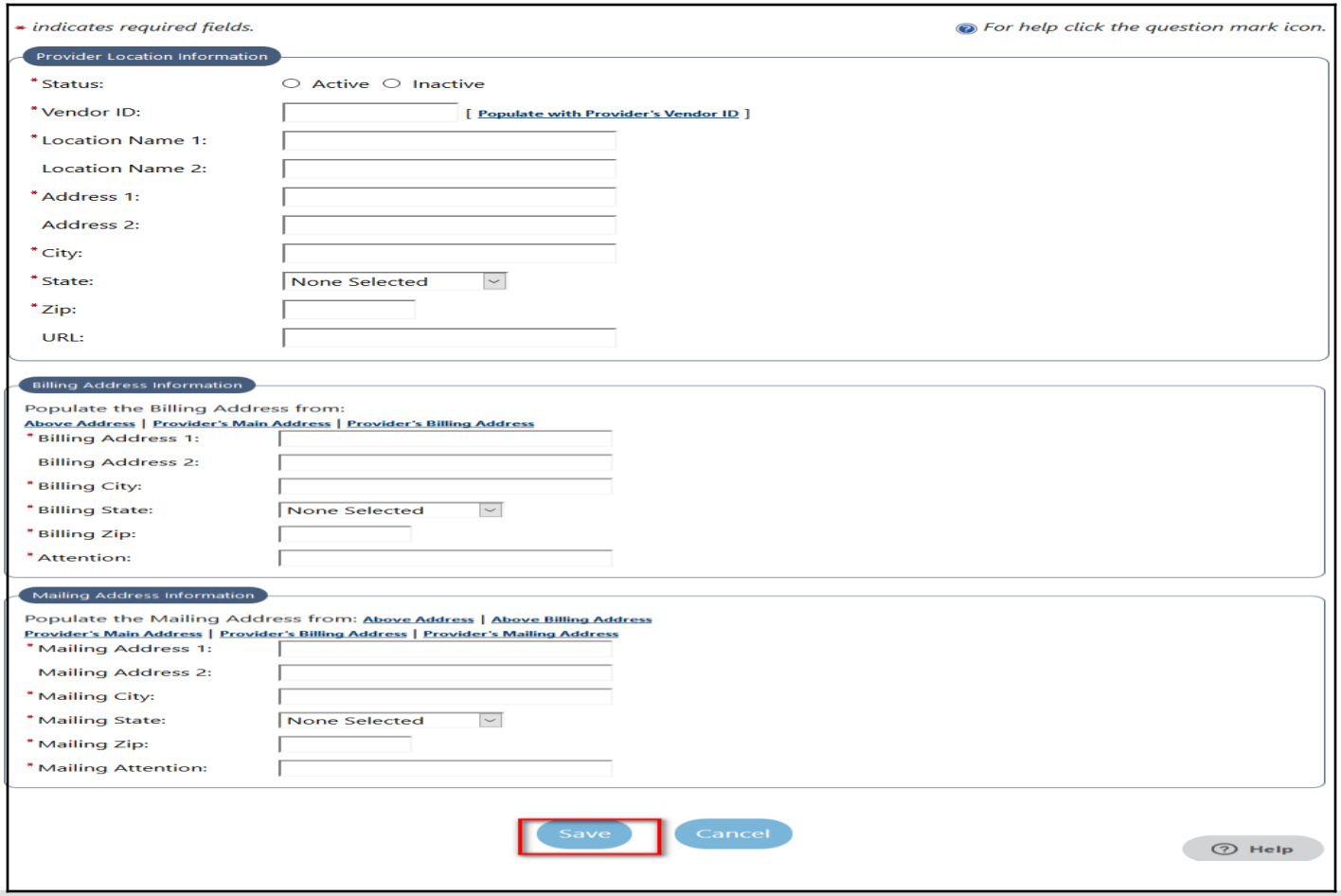
HOW TO CREATE A SATELLITE CAMPUS

- Click Add Location



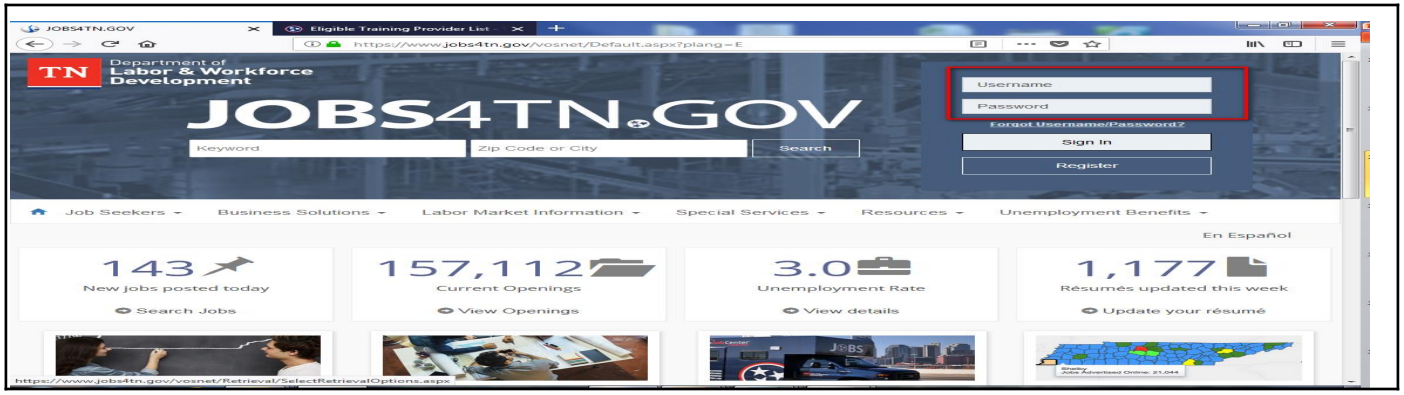
HOW TO CREATE A SATELLITE CAMPUS

- Complete all the Red Marks then save

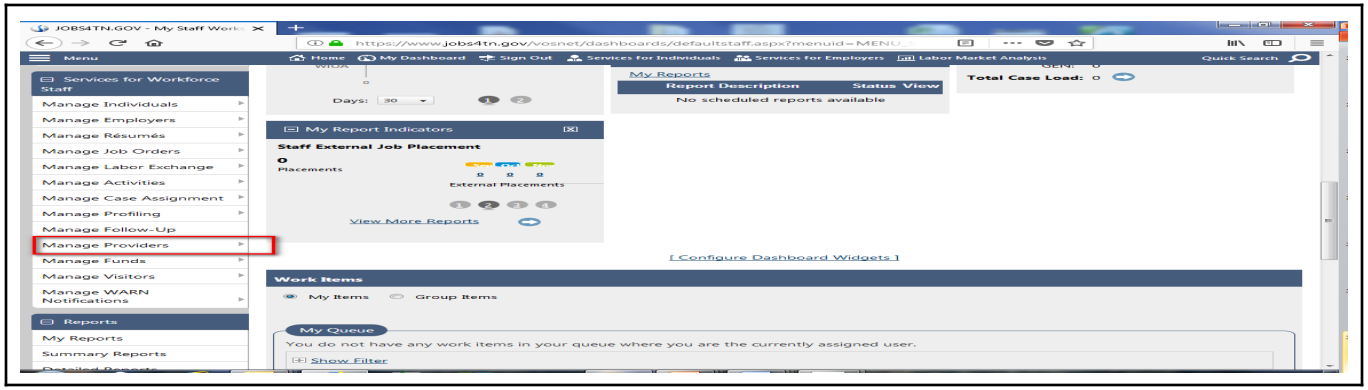


PROVIDER CERTIFICATION

- LOGGINTO Jobs4tn

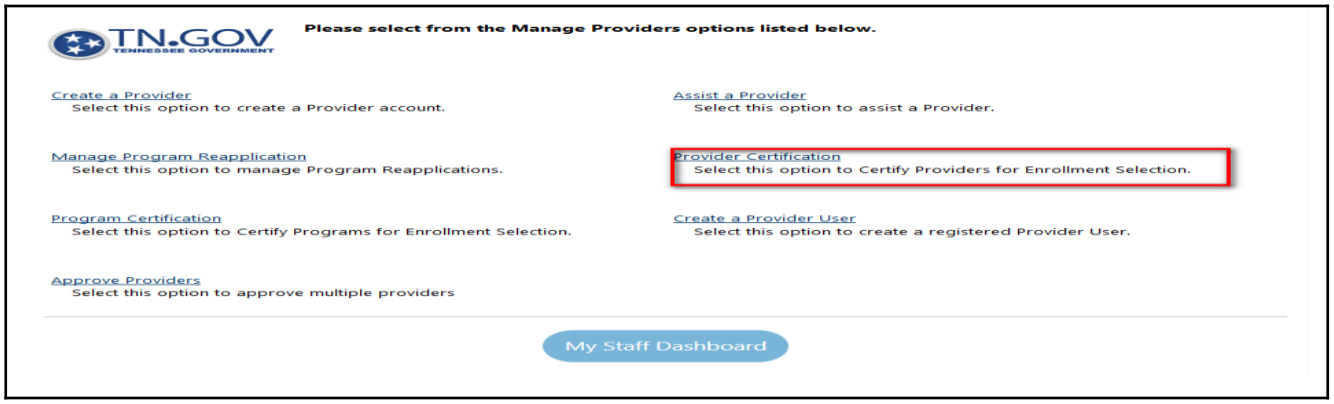


- Click Manage Provider

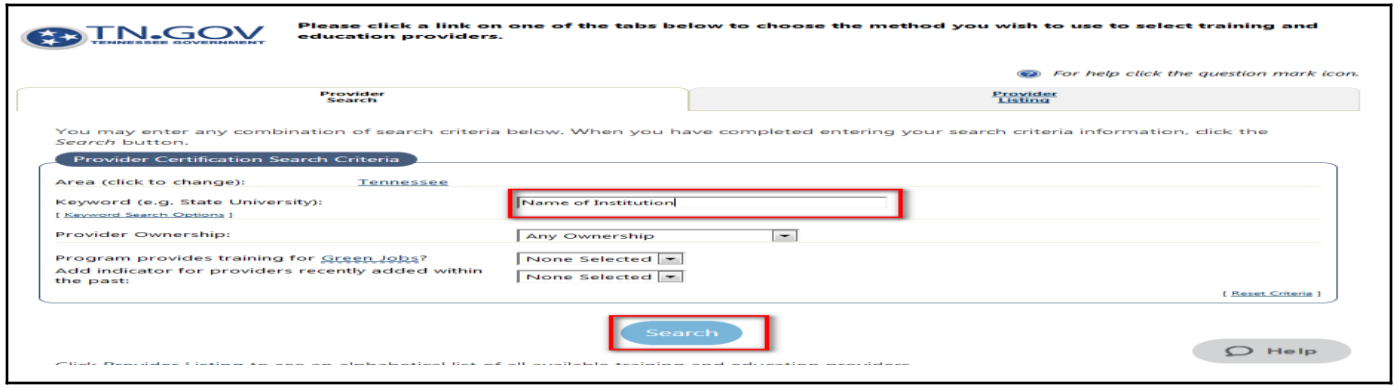


PROVIDER CERTIFICATION (Cont.)

- Click Provider Certification

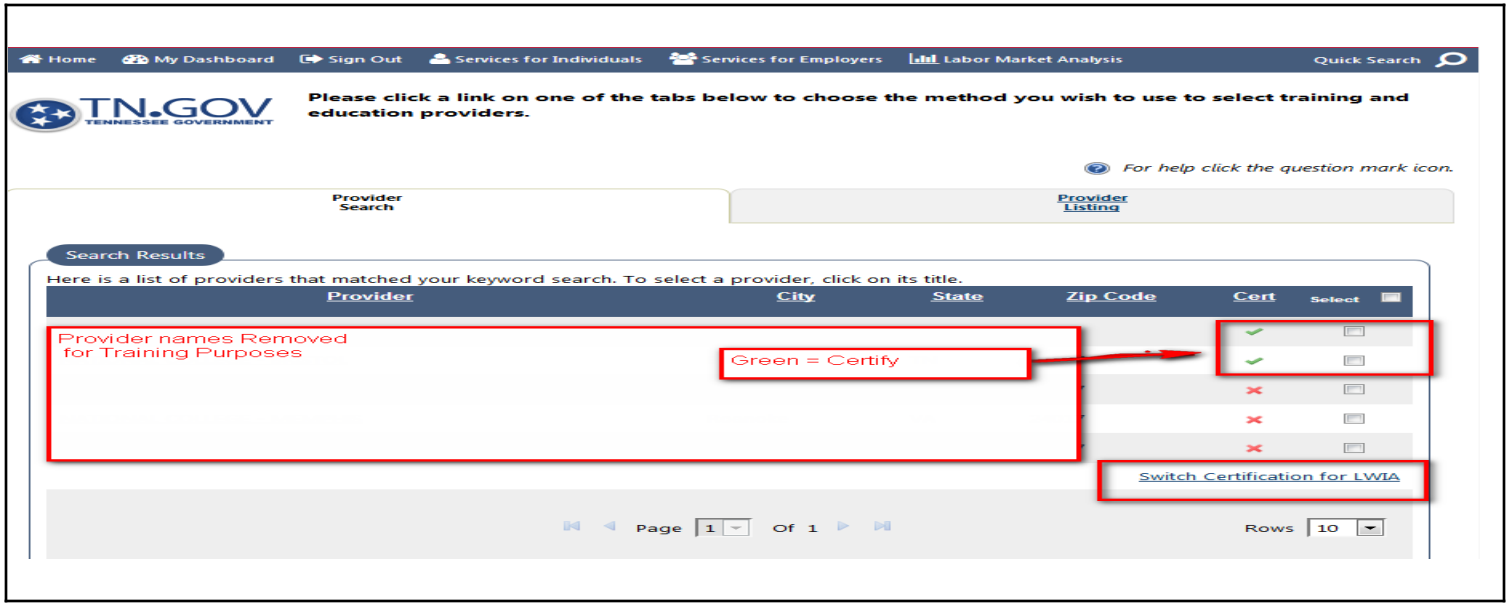


- Enter the name of Institution click search



PROVIDER CERTIFICATION (Cont.)

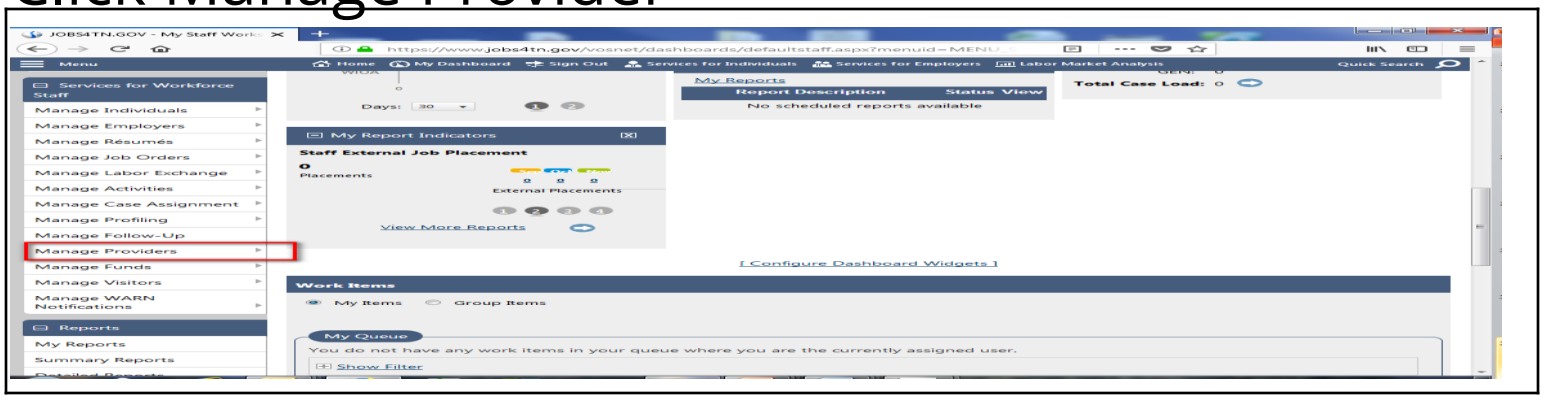
- The Certified ones will have a green mark the ones that need to recertify would have a red mark .
- Select the Red X then click Switch Certification for LWIA as showing below



PROGRAMS CERTIFICATION

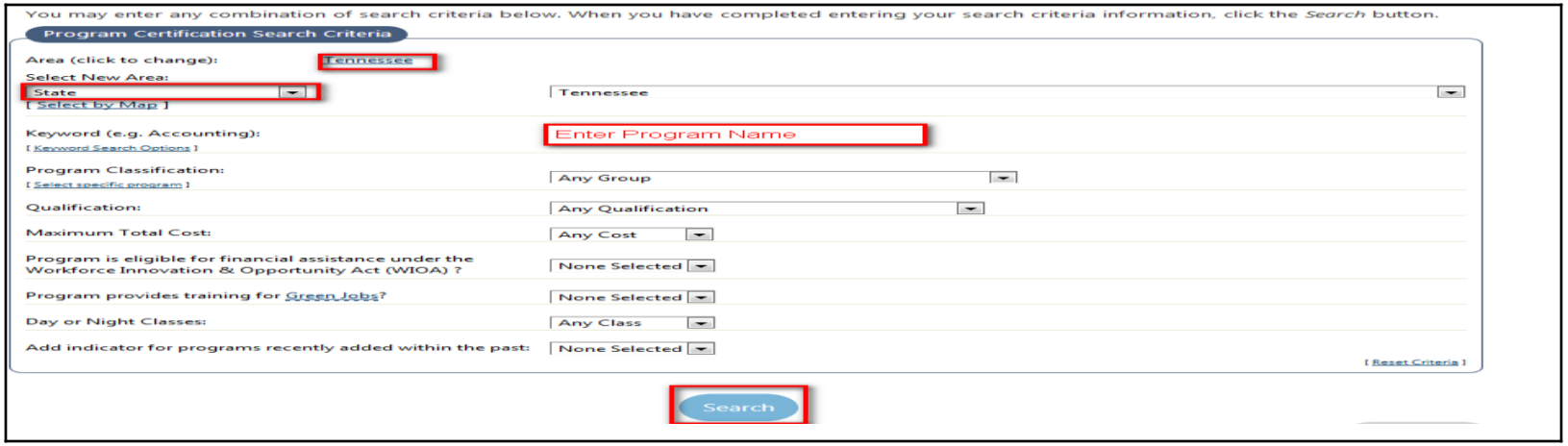
- Visit Jobs4tn

- Click Manage Provider



PROGRAMS CERTIFICATION (Cont.)

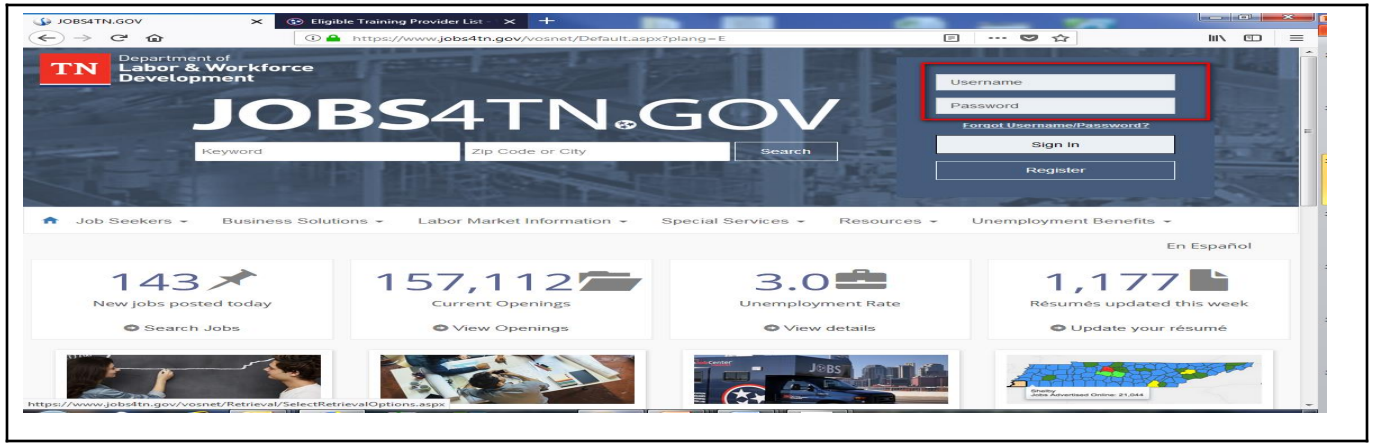
- Click Program Certification then click on TN
- Select State as the new Area enter program name



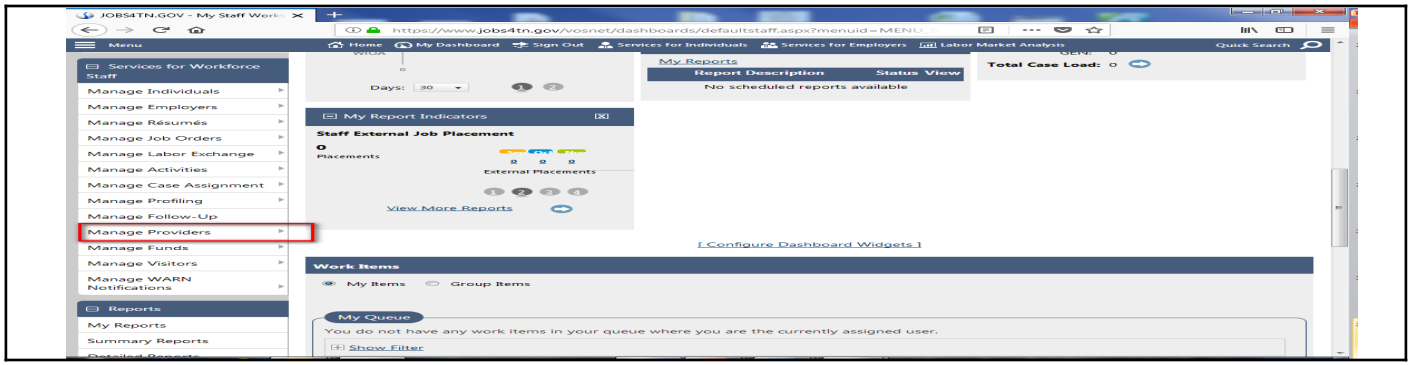
- Select the program click Switch Certification for LWIA

APPRENTICESHIP PROGRAMS CERTIFICATION

- LOGINTO jobs4tn

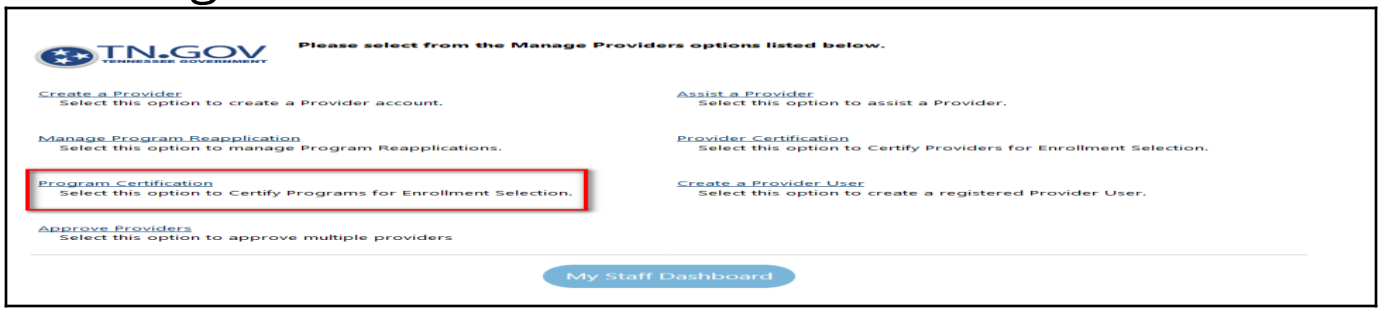


- Click Manage Provider

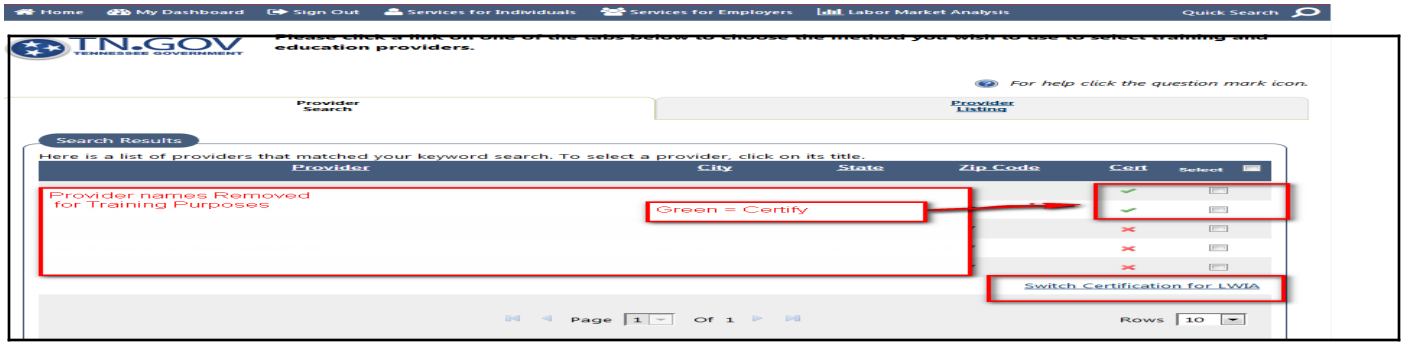


APPRENTICESHIP PROGRAMS CERTIFICATION (Cont.)

- Click Program Certification



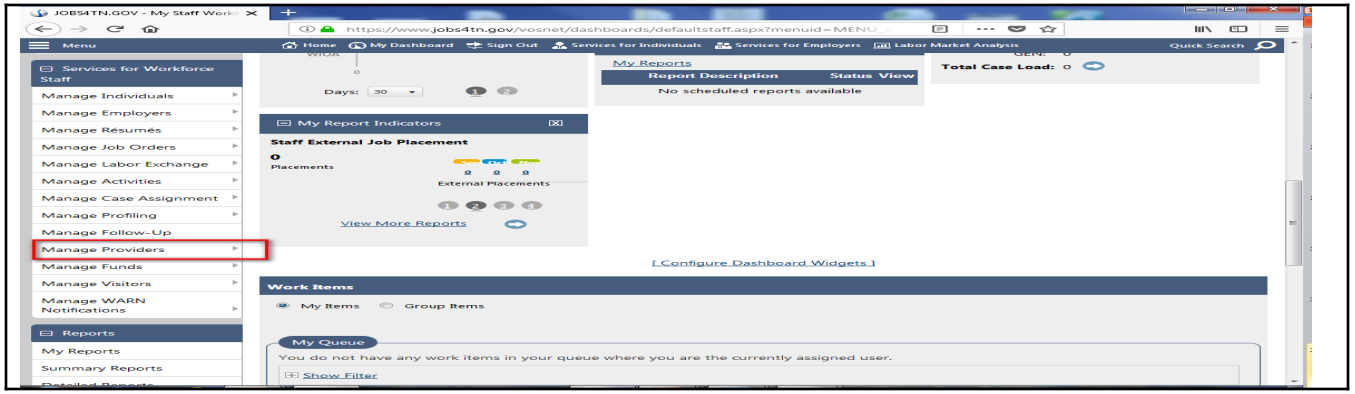
- Certified ones will have a green mark the ones that need to recertify would have a red mark
- Select the Red X then click Switch Certification for LWIA as showing below



PROGRAMS EXPIRE AND RE-APPROVE

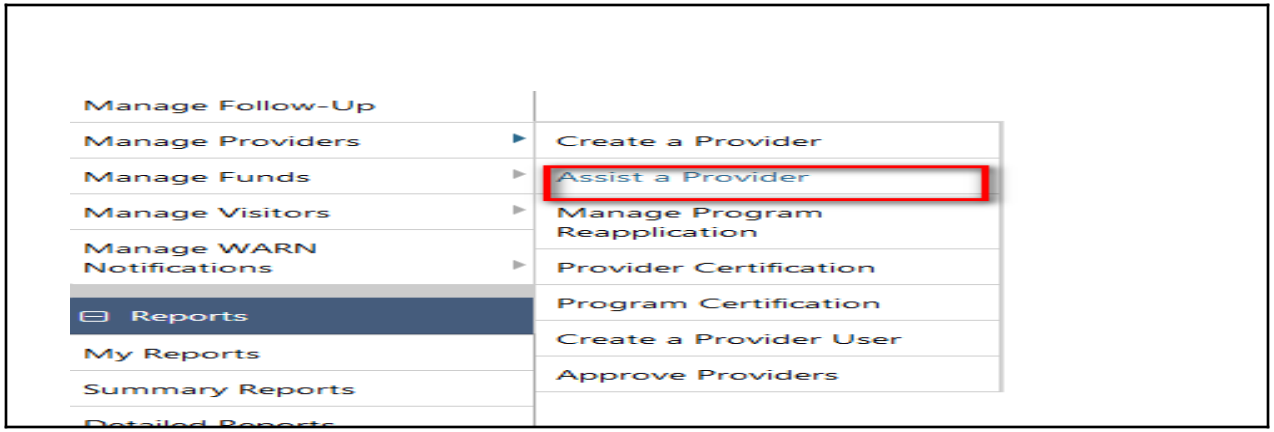
- Log into Jobs4tn.gov

- Click Manage Provider

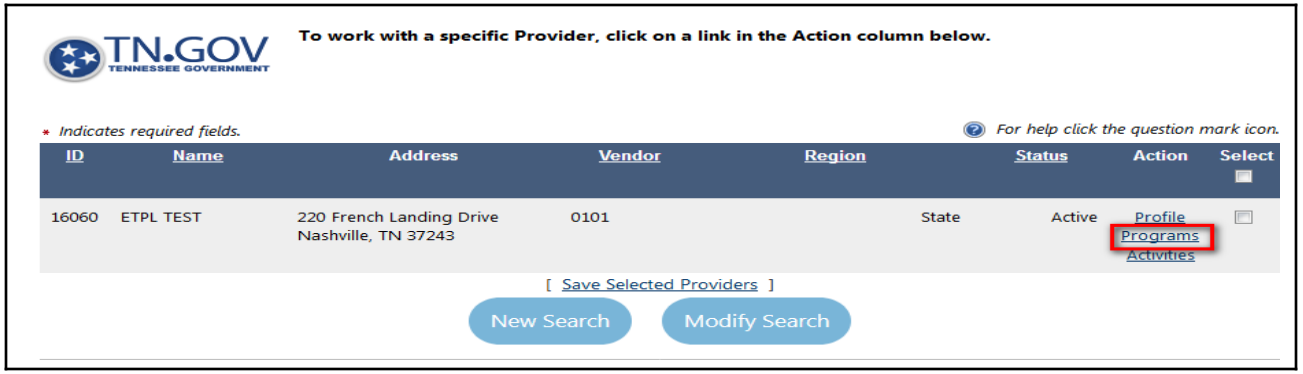


PROGRAMS EXPIRE AND RE-APPROVE (Cont.)

- Assist a Provider

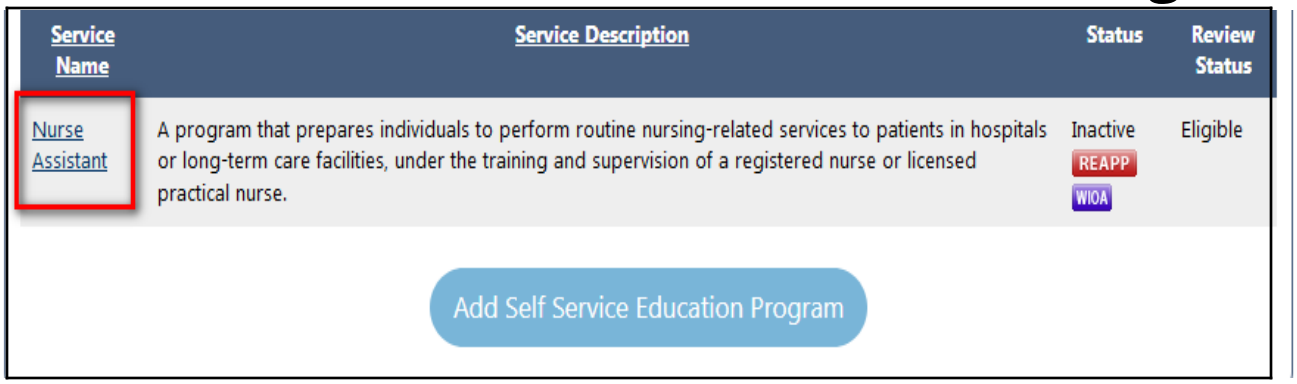


- Click on Programs

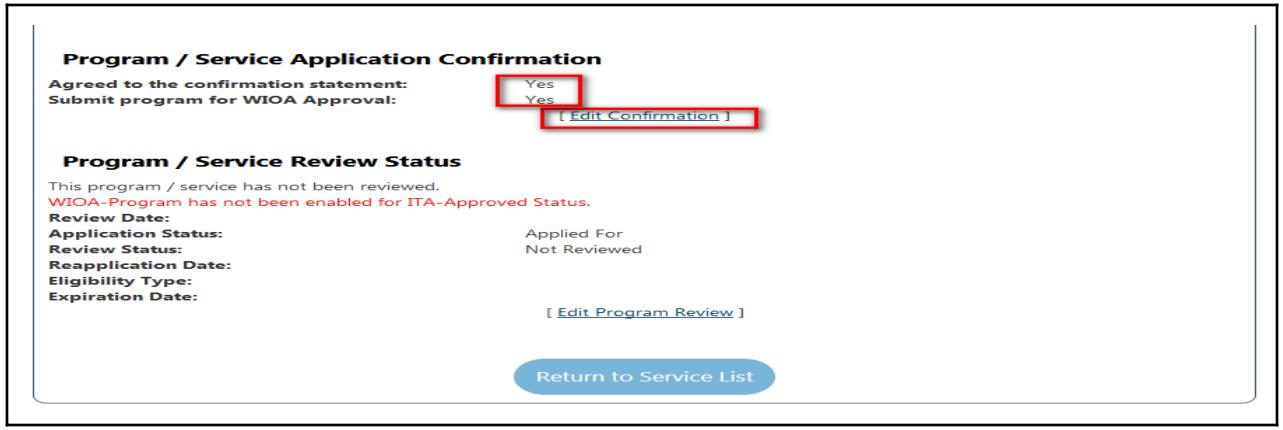


PROGRAMS EXPIRE AND RE-APPROVE (Cont.)

- Under Self service Education click on Program

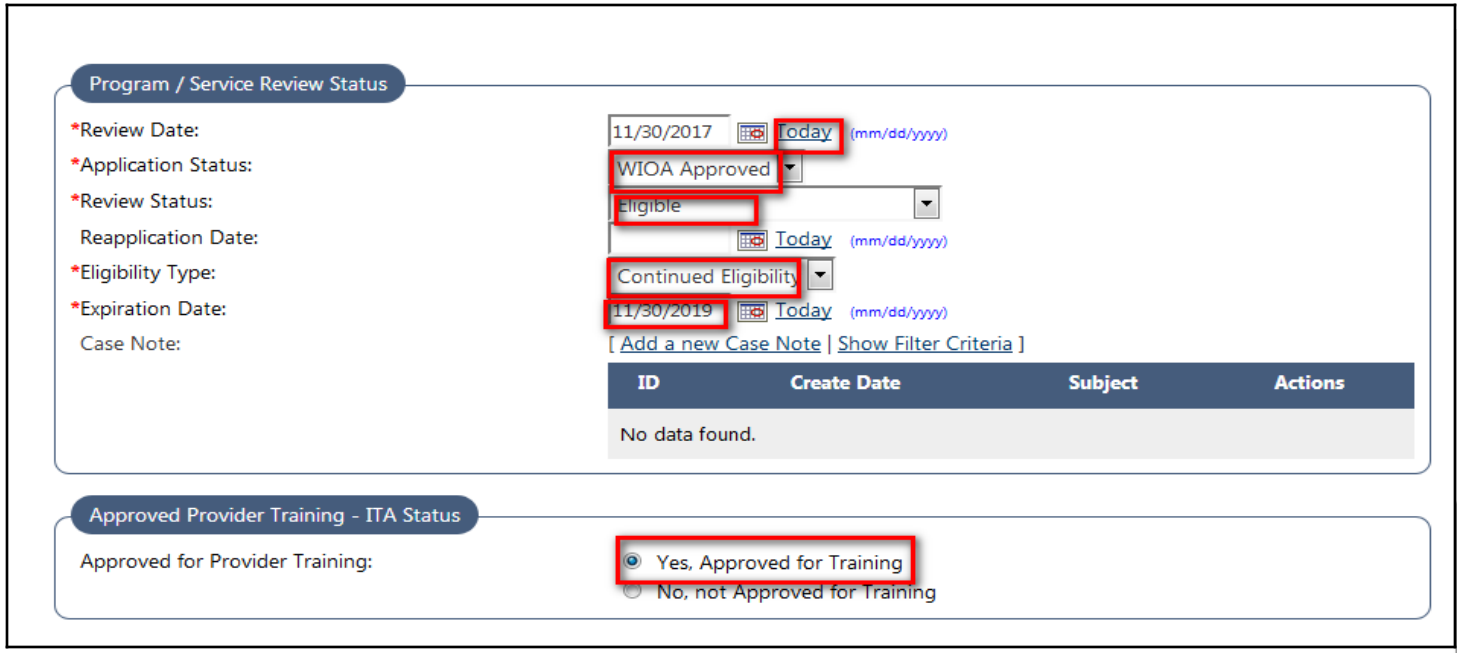


- Scroll down to



PROGRAMS EXPIRE AND RE-APPROVE (Cont.)

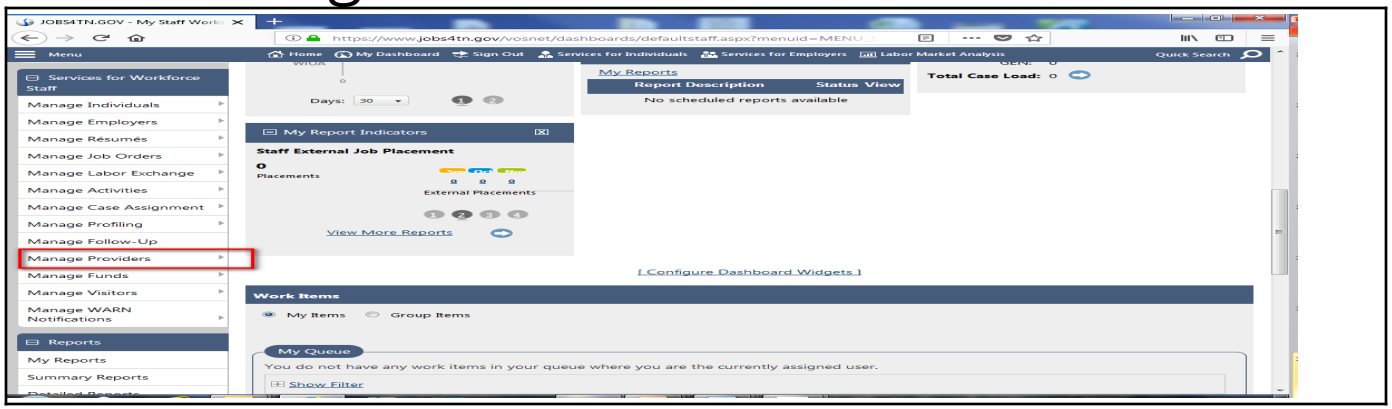
- Click on Edit Program Review



DEACTIVATION INSTITUTIONS & PROGRAMS

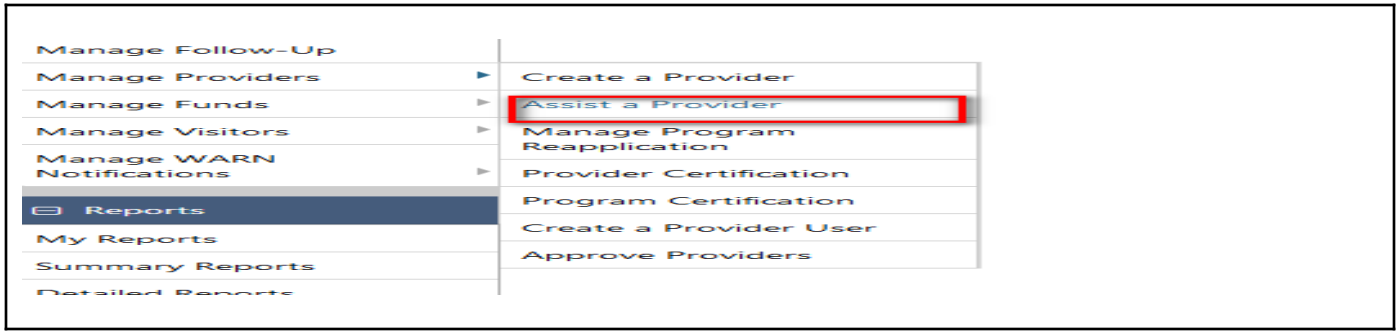
- Log into Jobs4tn.gov

- Click Manage Provider

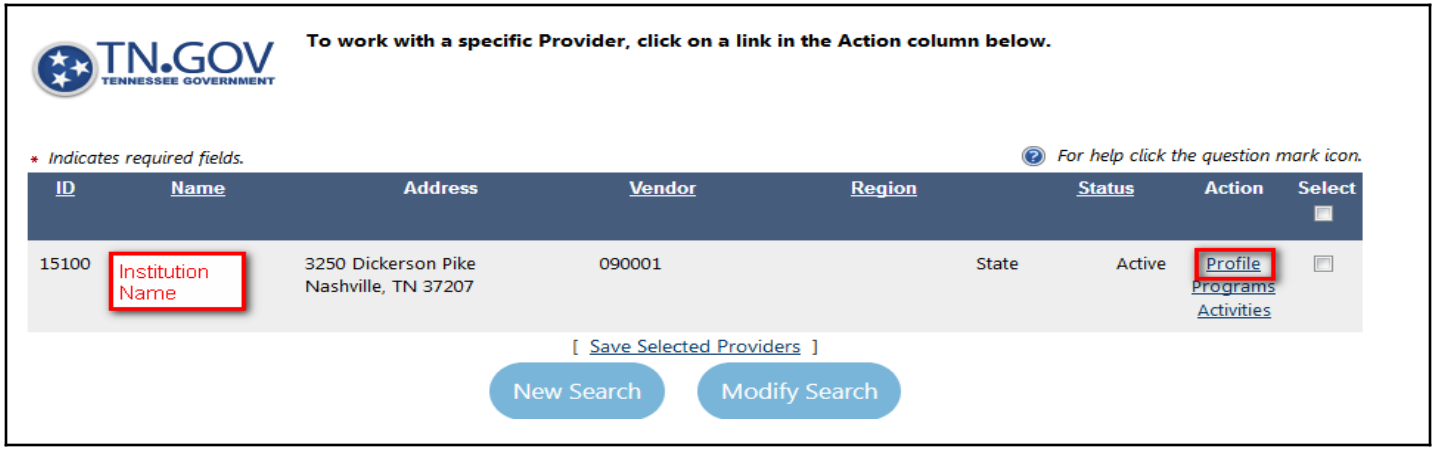


DEACTIVATION
INSTITUTIONS & PROGRAMS (Cont.)

- Assist a Provider

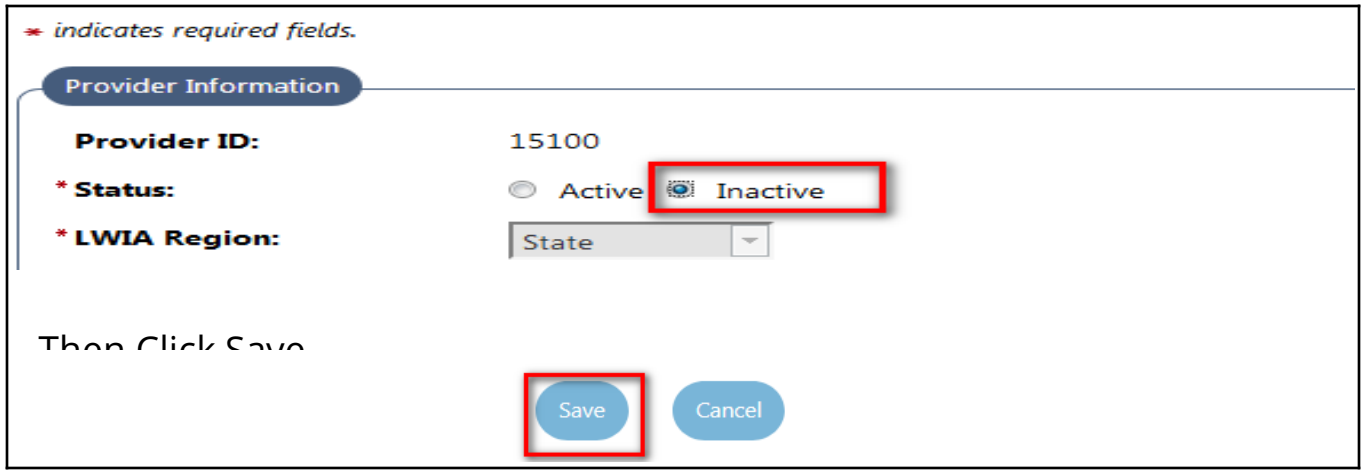


- Select Profile



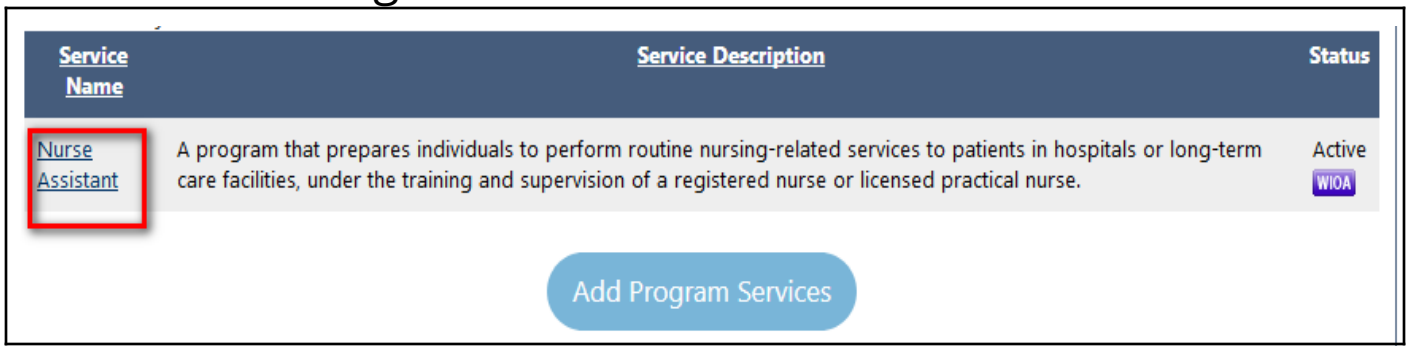
DEACTIVATION INSTITUTIONS & PROGRAMS (Cont.)

- Select Inactive



- Then Click Save

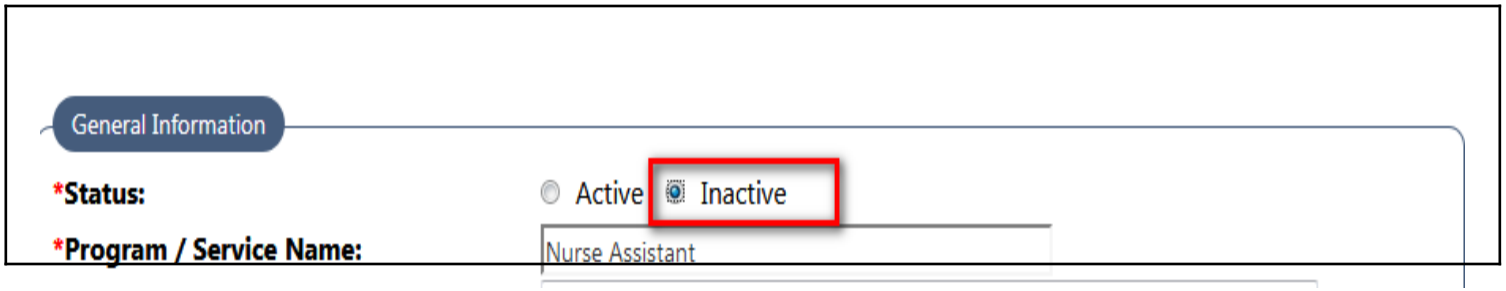
- Click on the Program



DEACTIVATION INSTITUTIONS & PROGRAMS (Cont.)

- Click Edit Program /Service Details

- Under General Information Click change the status to Inactive



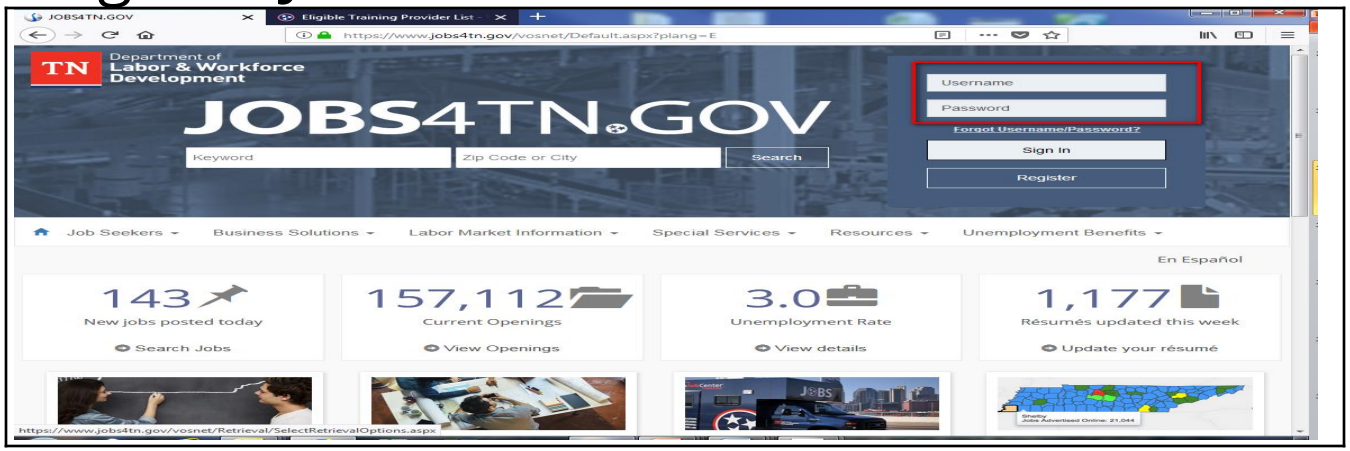
- Then Click Save

DAILY EMAIL NOTIFICATIONS FROM VOS

- Program Review Change status
- Provider User Registration Notification
- Provider change Notification
- Program change Notification- Staff Review
- Provider Change Notification- Informal

PROGRAM NOT REVIEWIED WITHIN 10 DAYS

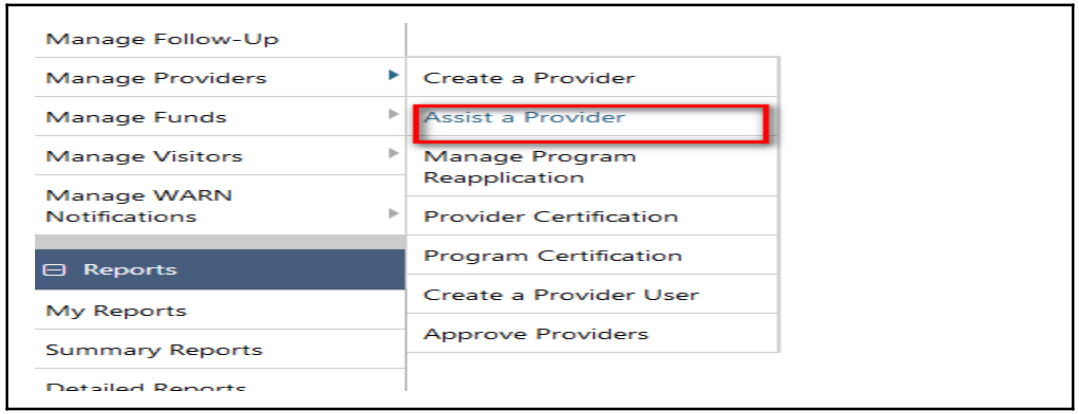
- Log into Jobs4tn



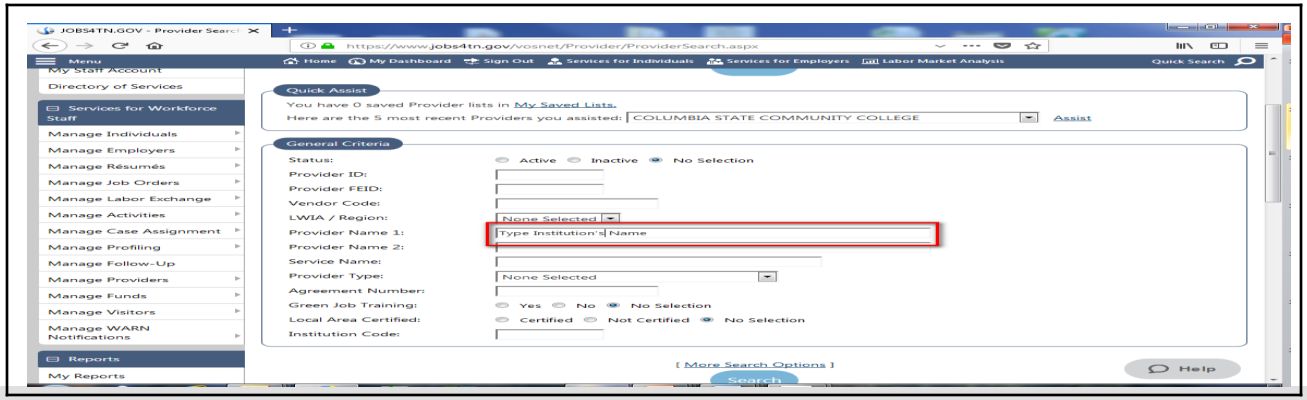
- Manage Provider

PROGRAM NOT REVIEWIED WITHIN 10 DAYS (Cont.)

- Assist a provider



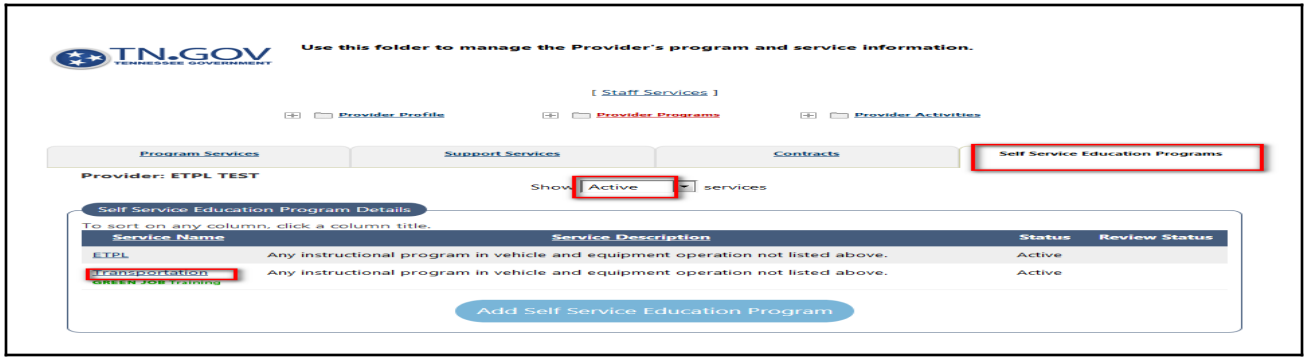
- Under General Criteria enter Provider Name



PROGRAM NOT REVIEWIED WITHIN 10 DAYS (Cont.)

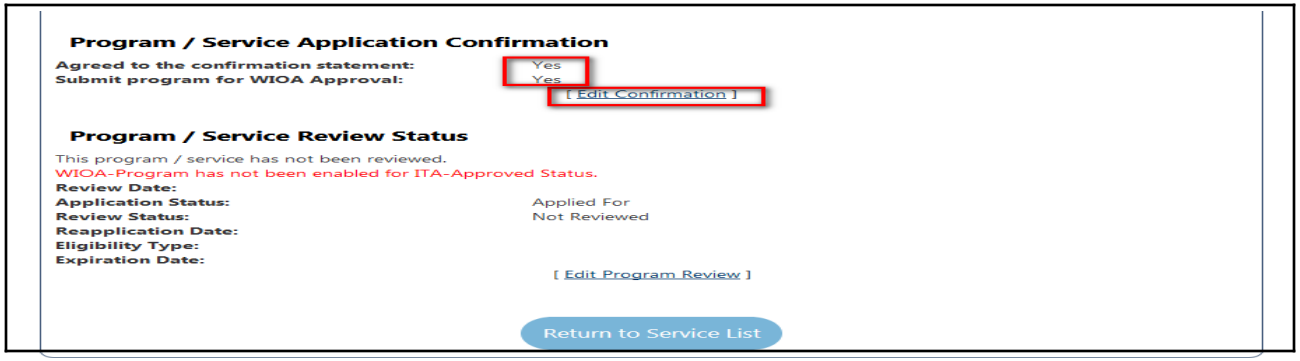
- Click on Program

- Always Make sure it's on self-service Education

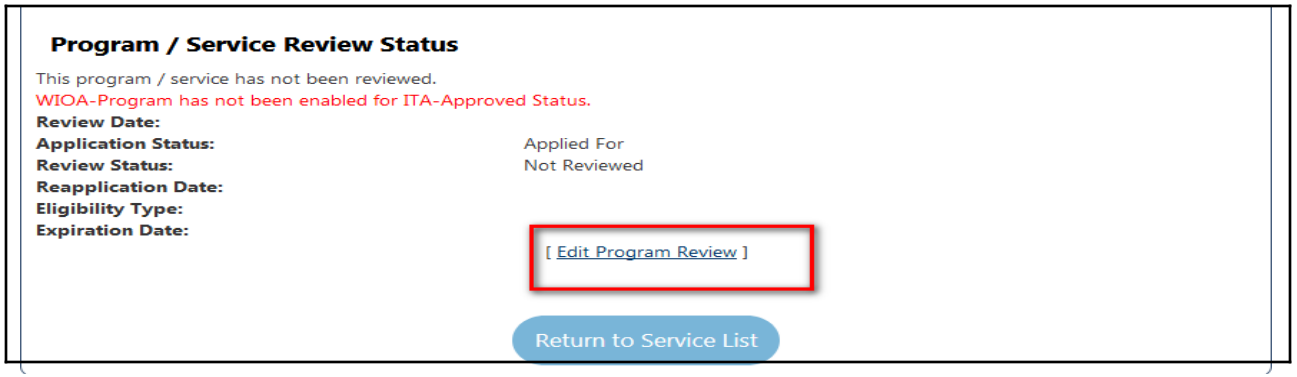


PROGRAM NOT REVIEWIED WITHIN 10 DAYS (Cont.)

- Click on Edit confirmation under Program Service Application confirmation Select Yes

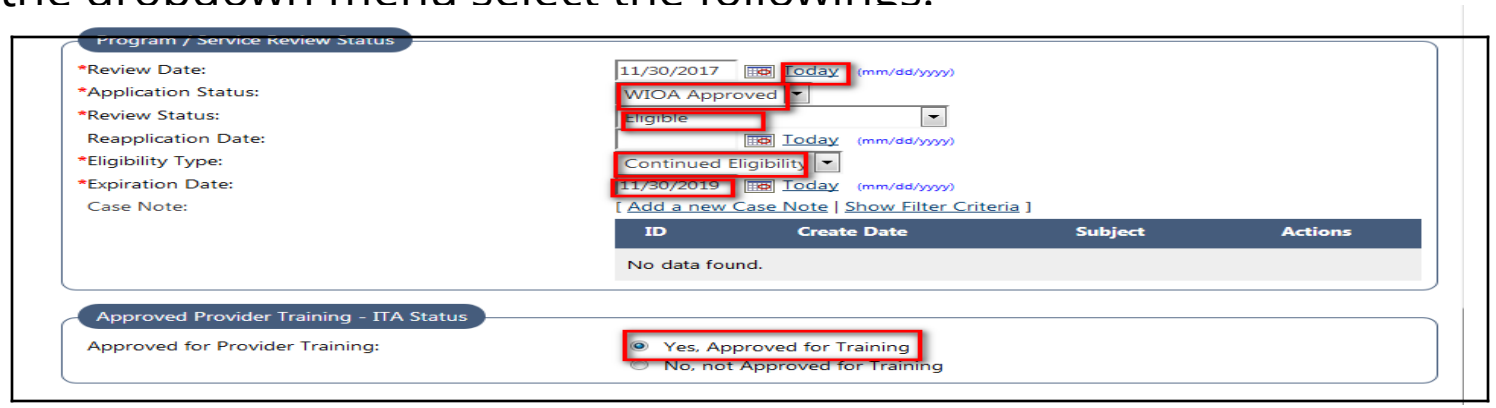


- Click on Edit Program Review

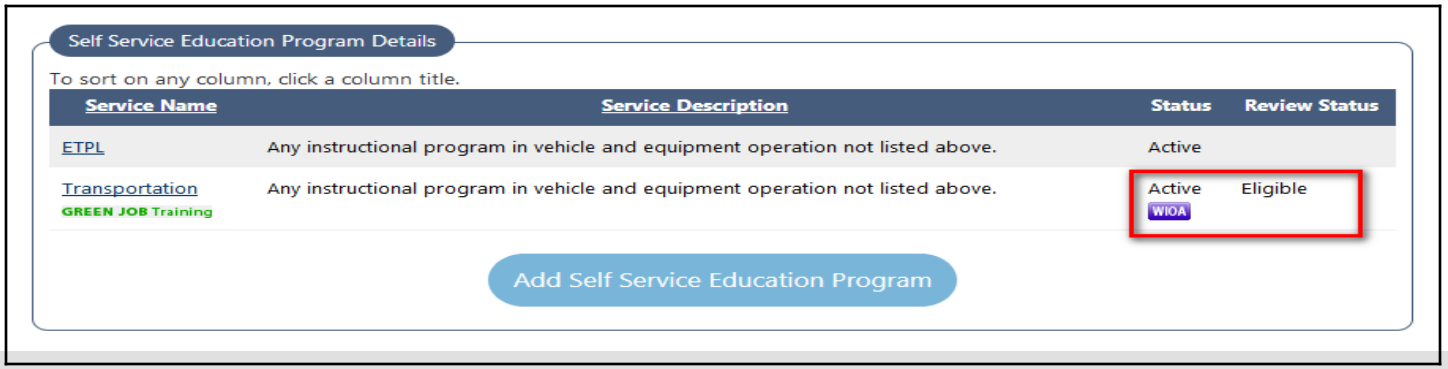


PROGRAM NOT REVIEWIED WITHIN 10 DAYS (Cont.)

- Can either be approved the program or put it on Hold
- To approve Scroll all the way down to Program /Service Review Status From the dropdown menu select the followings:

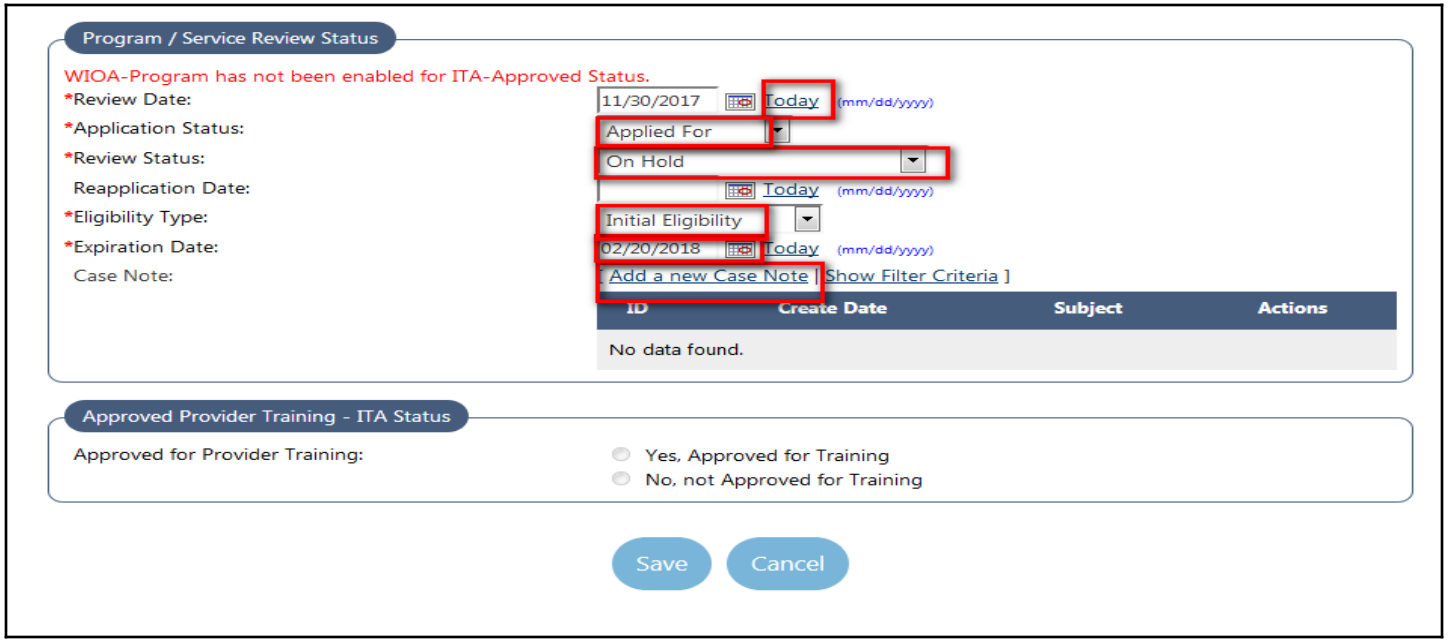


- Go back to self service Education Program you will see WIOA under Active as seen below:



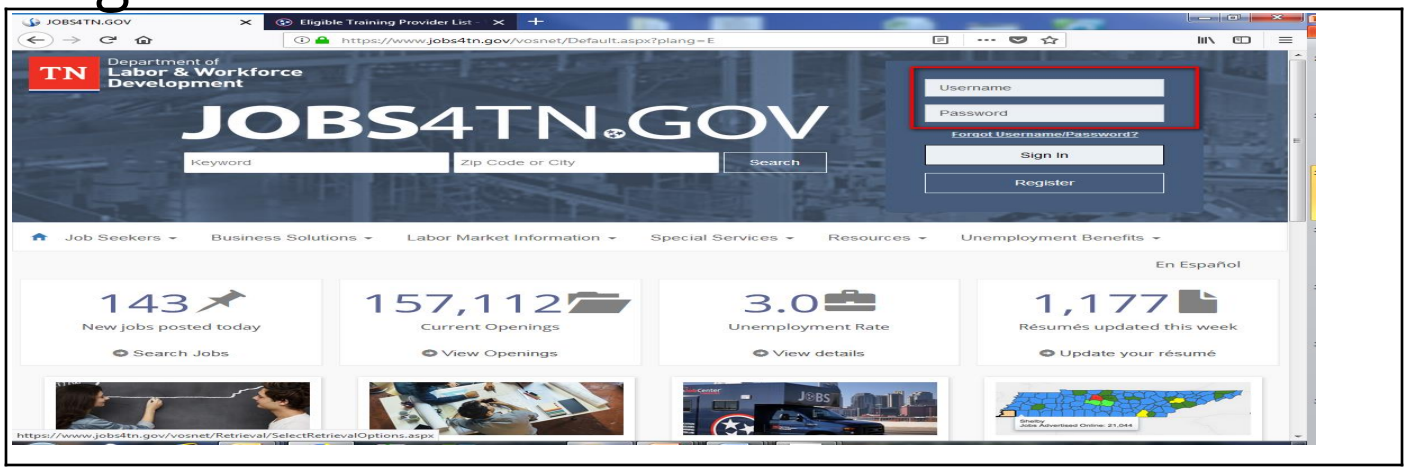
PROGRAM NOT REVIEWIED WITHIN 10 DAYS (Cont.)

- To put on Hold until the next Board meeting

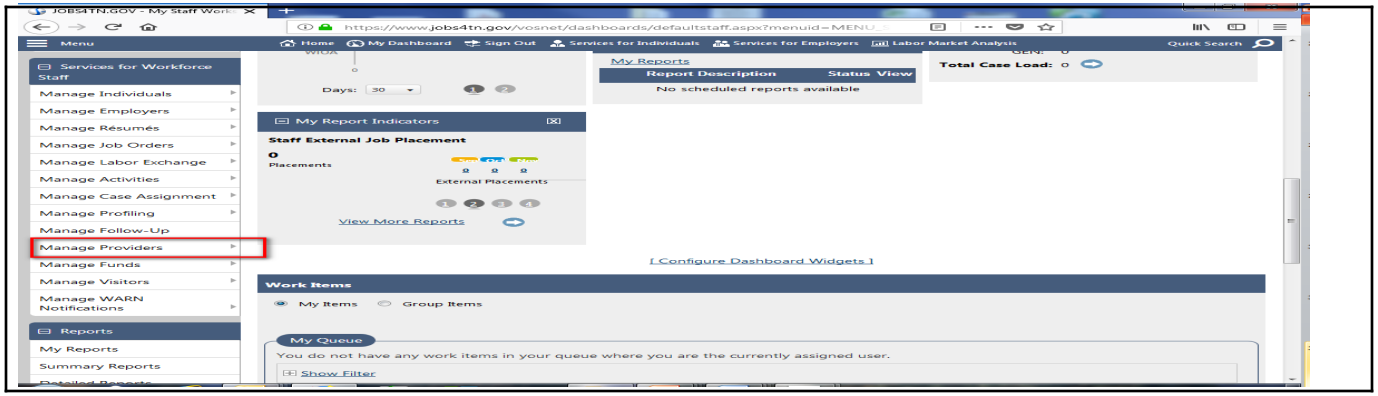


PROVIDER USER REGISTRATION

- Log into

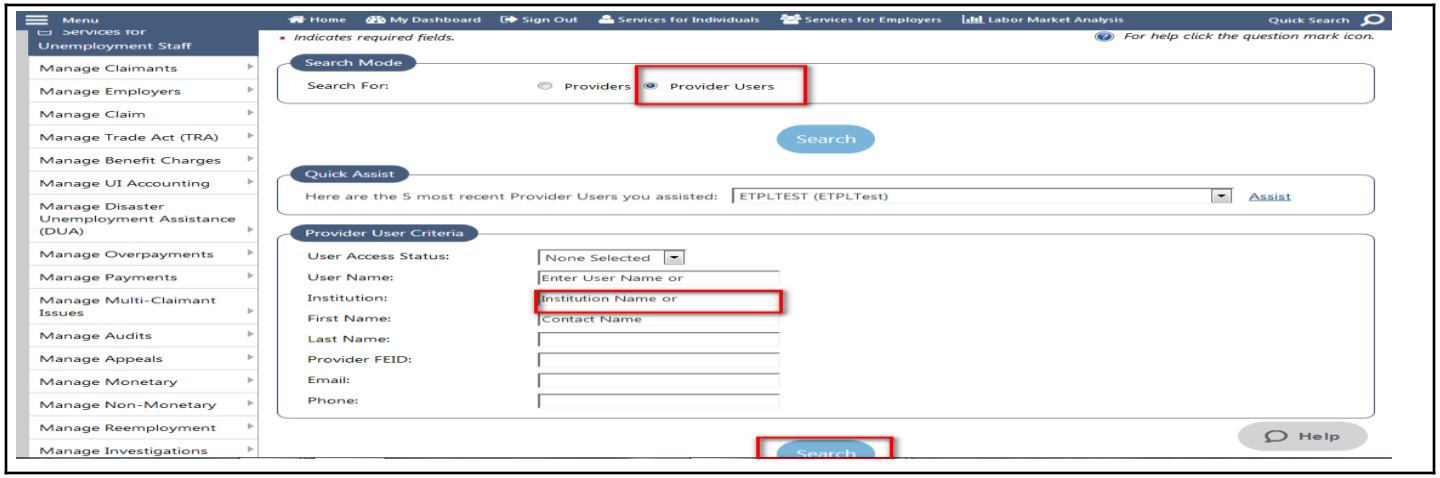


- Manage Provider



PROVIDER USER REGISTRATION (Cont.)

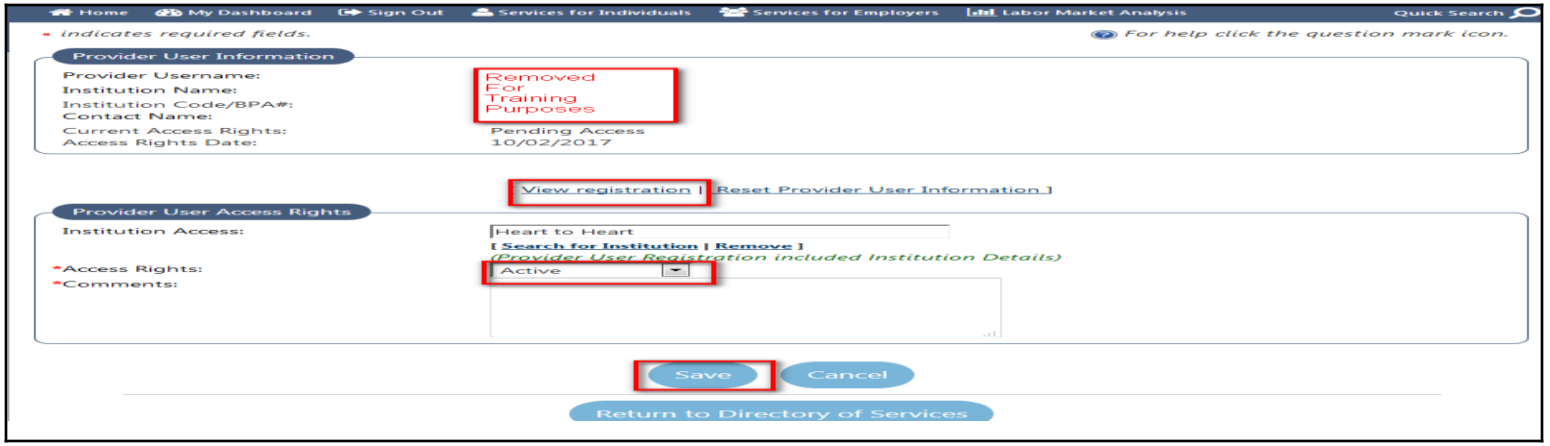
- Enter User Name or the person's created the account



- Click on Access if it is a New Institution

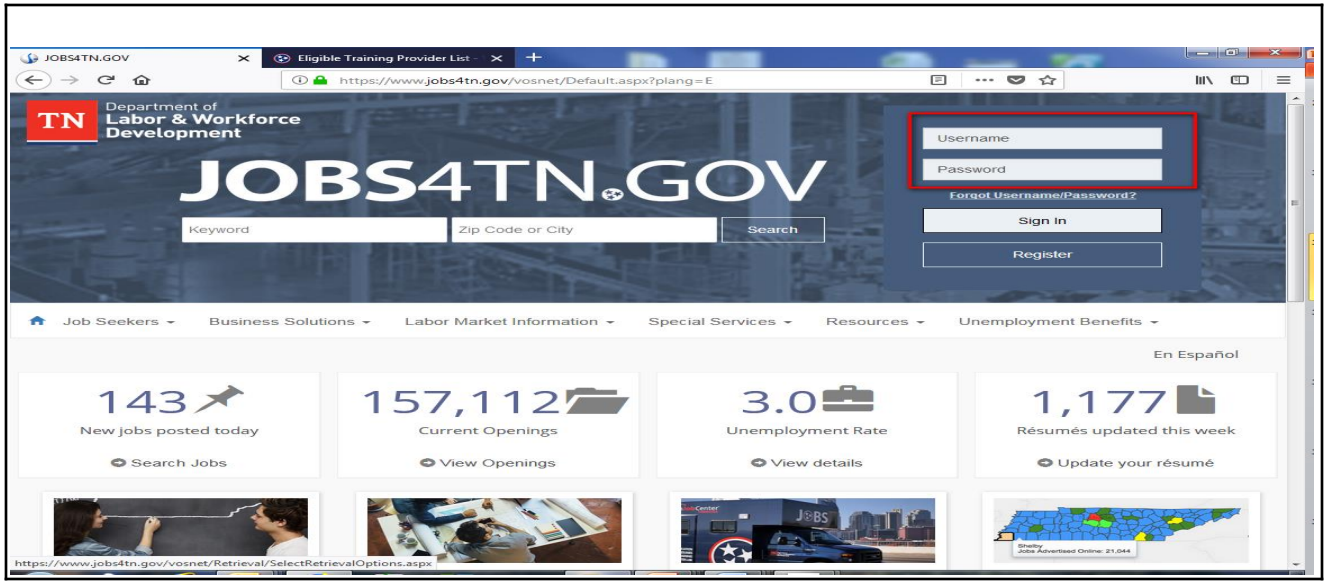
PROVIDER USER REGISTRATION (Cont.)

- Click View Registration to Check if it is a Legitimate Provider, Then change Pending to Active click save



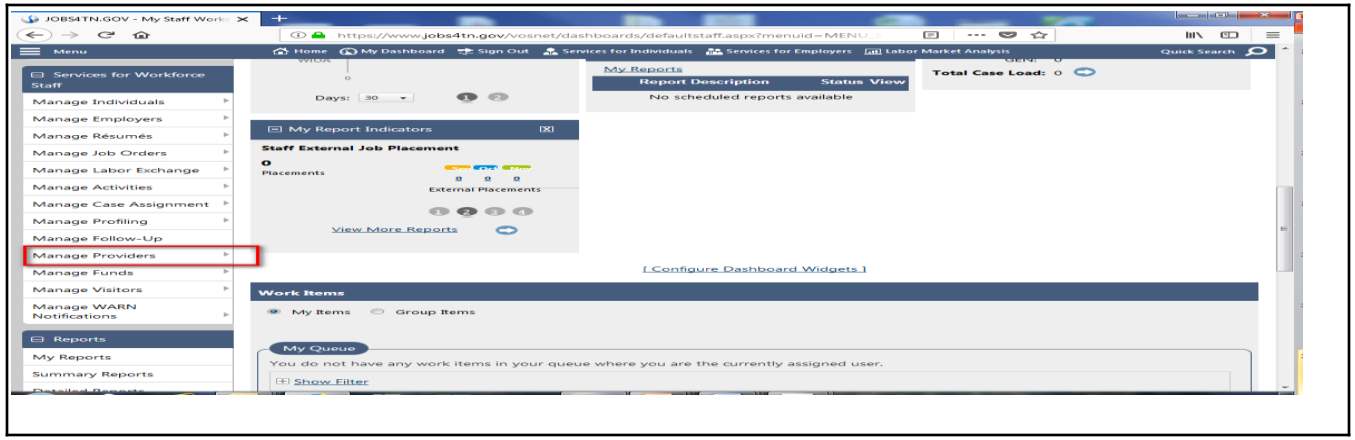
PROVIDER USER REGISTRATION (Cont.)

- If it is an Existing Provider Log into Jobs4tn

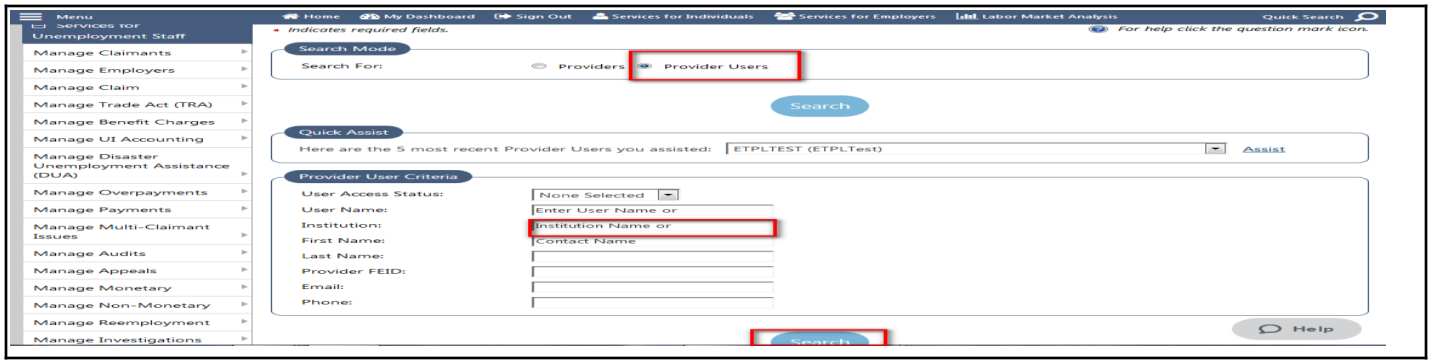


PROVIDER USER REGISTRATION (Cont.)

- Click Manage Provider

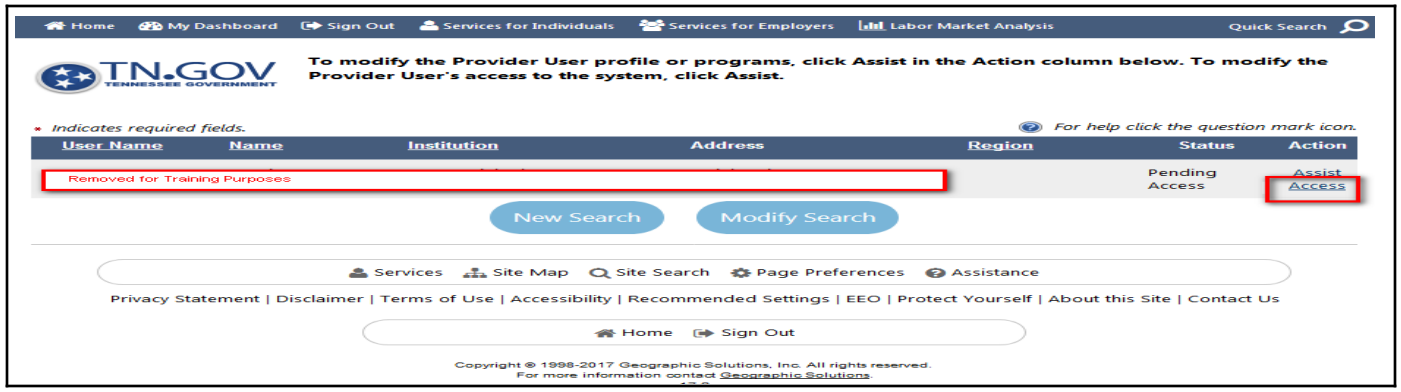


- Enter User Name or the person's created the account

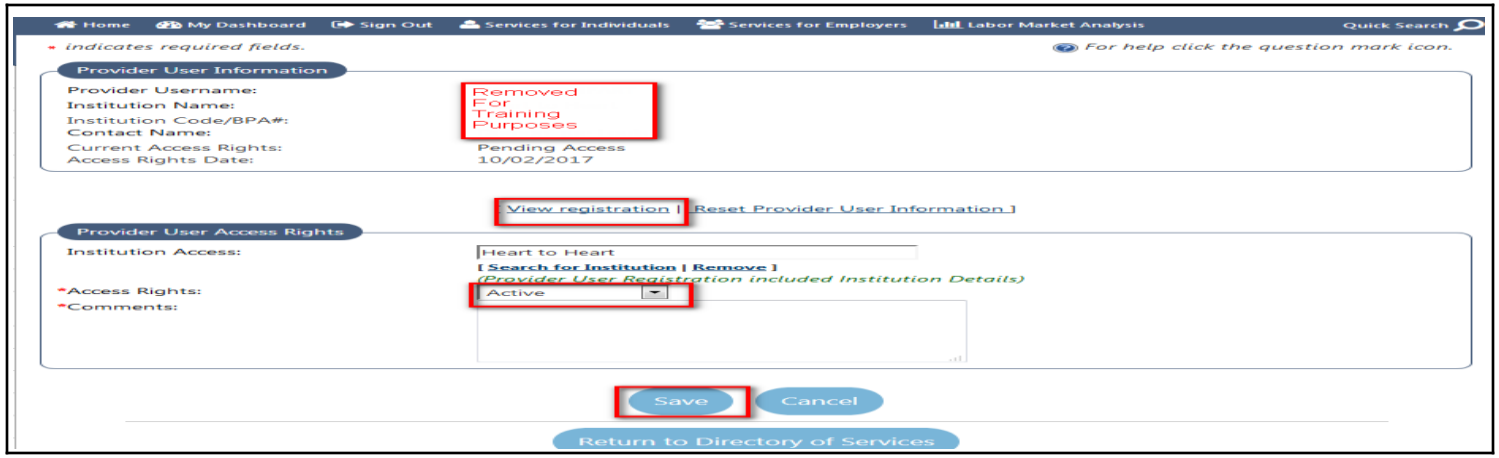


PROVIDER USER REGISTRATION (Cont.)

- Click on Access

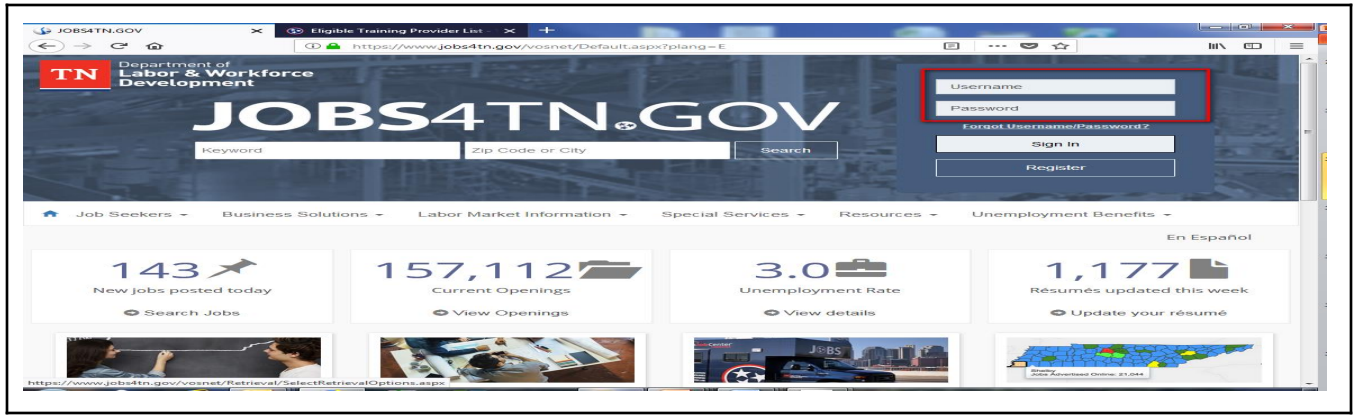


- Change Pending Access to Active

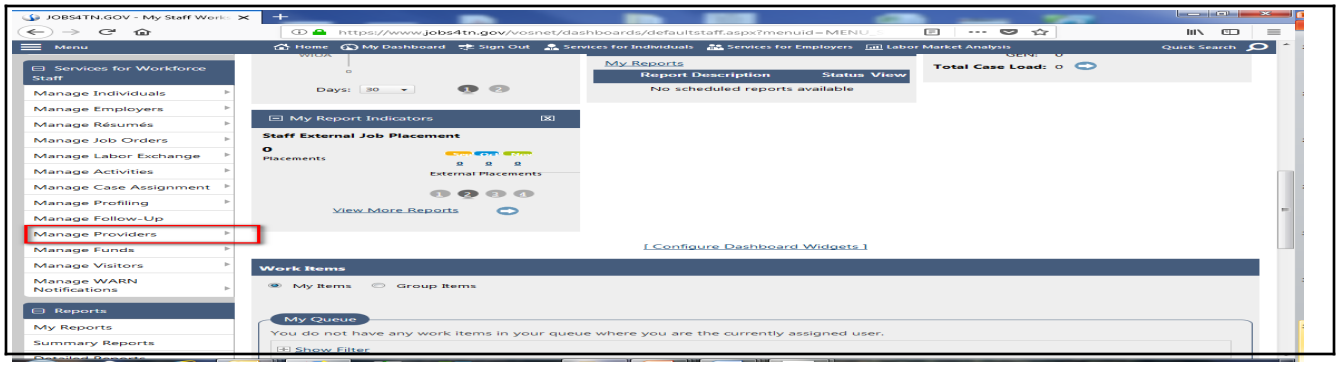


HOW TO GET RID OF DUPLICATE PROGRAMS

- Log into Jobs4tn.gov

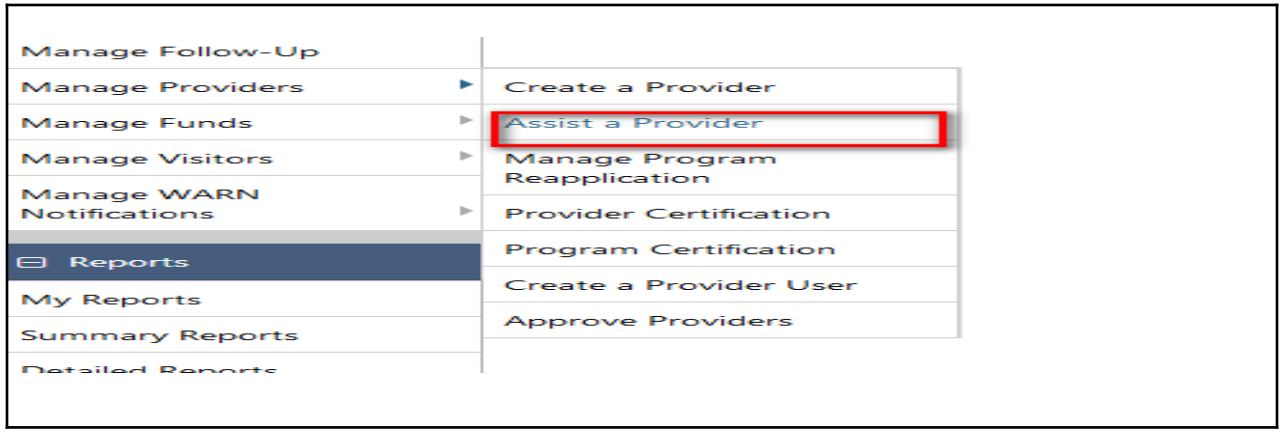


- Click Manage Provider



HOW TO GET RID OF DUPLICATE PROGRAMS

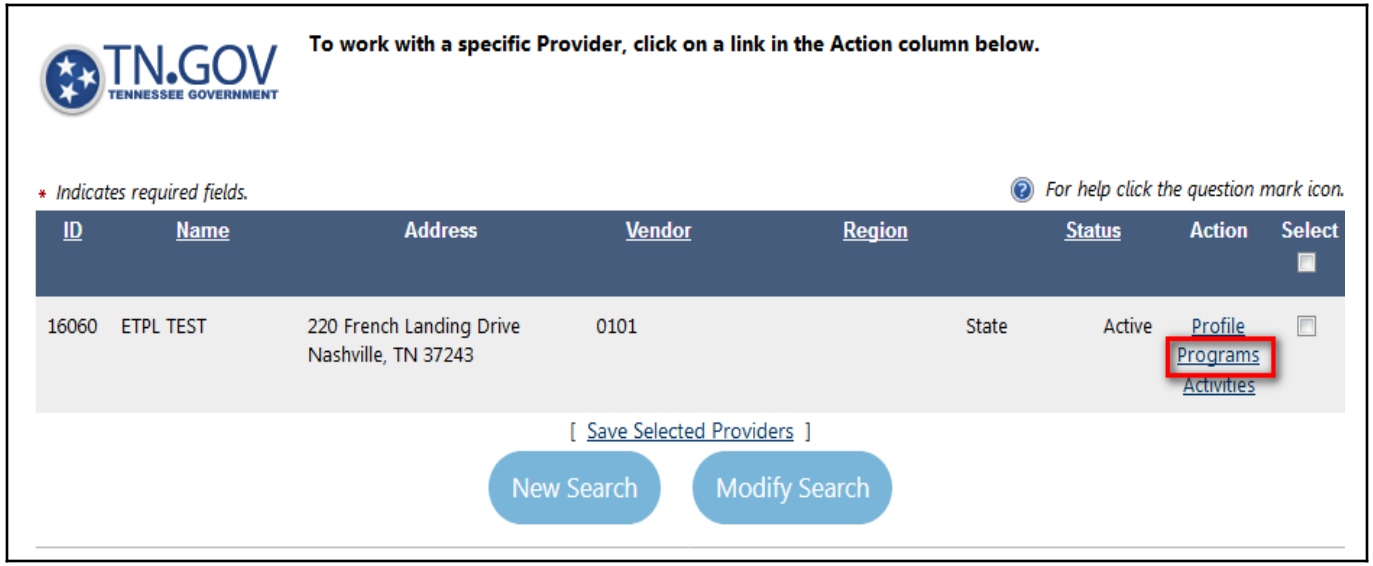
- Assist a Provider



- Under Self Service Programs Click on Programs

HOW TO GET RID OF DUPLICATE PROGRAMS

Select Programs



QUESTIONS

CONTACT

- ***Marjorie C. Hallworth*** | Grants Program Manager

Eligible Training Provider List (ETPL)

Division of Workforce Services

220 French Landing Drive

Nashville, TN 37243

Fax# :615-741-6106

Phone :615-253-5364

Marjorie.C.Hallworth@tn.gov

CLOSING REMARKS